



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
www.usd469.net

**Job Title:** Technology Technician

**Reports to:** Director of Technology

**Purposes and Objectives of the Position:**

The purpose of the Technology Technician is to keep all district computers and assorted technology items in optimum working order and to help all district stakeholders have the tools, resources, and data to do their job by receiving and routing all requests for repairs or other technology support to the proper staff or vendor.

**Qualifications:**

- Associate degree in related field or three years of related technical experience is preferred
- A+ Certification and Microsoft Certifications preferred
- Strong understanding of LAN/WAN technology, internet connectivity and TCP/IP
- Knowledge of Windows, Mac, iPad operating systems and common applications

**General Duties and Requirements**

- Perform troubleshooting for staff and students through the district ticket system.
- Document work performed, configuration and other changes through technology department documentation software.
- Organize licensing of all district software.
- Assists in maintaining district technology inventories.
- Diagnose, maintain, and troubleshoot hardware and software issues.
- Perform local workstation network and software configuration, installation, and troubleshooting in a mixed, Windows, Apple, and iPad environment.
- Move, setup and re-install/image computers and peripherals (including printers, scanners, LCD projectors, copiers, etc.).
- Perform network connectivity diagnostics and resolution.
- Assists with daily operations of the technology department.
- Communicate effectively with end users through tickets, email, phone and in person.
- Perform work independently and/or in a team environment.
- Prioritize and complete assigned tickets/projects.
- Perform other related duties as assigned.

*The district reserves the right to modify job duties or job descriptions at any time.*

**USD 469 Board of Education Policies**

**Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.