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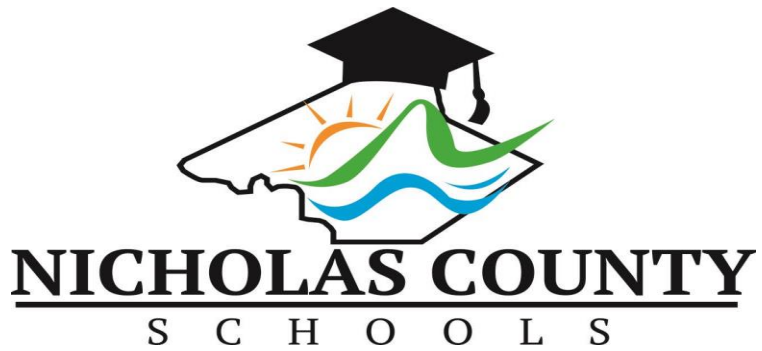
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**Superintendent**

Dr. Donna Burge-Tetrick



400 Old Main Drive, Summersville, WV 26651  
Phone 304-872-3611  
Fax 304-872-4626

**Job Description**

**Position:** Electronic Technician II

**Classification:** Service

**Reports to:** Technology Director/ Superintendent

**Evaluation:** Evaluated annually by the building principal/immediate supervisor in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Nicholas County Board of Education Policy GCNB.

**FLSA Status:** Non-Exempt

**Job Summary:**

“Electronic technician I” means a person employed at the apprentice level to repair and maintain electronic equipment;

“Electronic technician II” means a person employed at the journeyman level to repair and maintain electronic equipment;

**Qualifications:**

- High School Diploma, General Equivalent Development Certificate (GED) per West Virginia Code §18A-2-5
- Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position per West Virginia Code §18A-4-8e
- Criminal background check per WV Code §18-5-15c
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which affect employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

### **Responsibilities:**

- Maintain positive work habits
- Maintain positive job attitude and has other personal qualities essential to job success
- Perform all duties efficiently and productively
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Effectively present information and respond to questions from administrators, staff, and the public
- Solve practical problems and manage a variety of variables in situations where only limited standardizations exist
- Comply with all state and county policies and regulations
- Repair and maintain electronic equipment
- Provide technical support for networks, connectivity, hardware and or/software issues and data base creation
- Knowledge of Application Control System (ACS)
- Provides training in WVEIS (green-screen, web-based, or portal) for all school and central office personnel
- Ordering technology supplies and equipment for the district
- Assist the Technology Director with county activities pertaining to computer hardware and software.
- Assist the classroom computer program utilization and improvement
- Knowledge of Microsoft Windows Operating Systems functions and features with an emphasis on MS Windows XP and higher.
- Possess a valid driver's license and personal transportation
- Perform other duties as assigned by the Superintendent or Technology Director.

### **Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee frequently is required to sit, talk, hear, walk, stoop, reach, lift, pull, push, and use fingers, tools, and/or controls. The employee is occasionally required to stand and reach with hands and arms. The employee is required to use technology such as computers and multi-media equipment. Specific vision abilities required by this job include close vision such as reading handwritten or printed material, color vision, and depth perception. Occasionally the employee will lift up to 50 pounds such as to lift files and paper.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this work environment is usually quiet to loud (40-90 dB) depending on the assignment of the position. The employee continuously interacts with the public, students, and staff.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

Revised 04.19.23