

PLEASE POST

**IT TECHNICIAN**

**Date Posted:** May 1, 2026  
**Closing Date:** Until Filled  
**Anticipated Start Date:** As Soon As Possible  
**Department:** Technology  
**Work Year:** 52 Weeks

**Summary:** Responsible for installing, maintaining, and repairing electronic equipment to include computers and peripherals, printers, photocopiers, video monitors and video recorders. Inspect, test, diagnose and repair or replace electronic equipment and components. Maintain and support all multimedia laboratory systems including software configurations, upgrades and installations.

**Essential Duties And Responsibilities:** Work is performed under the general supervision of administration. An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)

1. Install, maintain and repair electronic equipment including computers and peripherals, (for example scanners, printers), video monitors, copy machines, laminating machines, audio and video systems.
2. Inspect and test electronic equipment, components and assemblies using diagnostic electronic tools.
3. Diagnose and locate circuit, components and equipment faults.
4. Complete work orders and provide detailed documentation.
5. Provide technical support and interface for networks as directed.
6. Operate, demonstrate and perform preventative maintenance on all equipment.
7. Instruct staff in appropriate use of electronic equipment.
8. Install, test and trouble-shoot cable and fiber.
9. Disconnect, pack and move, then reconnect PCs to network and test service.
10. Provide back-up to other positions in the Technology Department.
11. Regular and predictable in-person attendance is required for this position.
12. Employee may be required to transport self between work sites.
13. Perform other related work as required.

**Supervisory Responsibilities:** None

**Qualification Requirements:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

**Education And/Or Experience:** Minimum high school diploma and 30 hours of college courses in related technical field or equivalent combination of education and experience, required. Associate's degree preferred in related technical field. Related work experience preferred. Demonstrated current

knowledge of desktop computers, peripheral equipment, repair, microcomputer operating systems and current software applications (i.e., MS Office Suite, Google Suite, and others) required.

**Certificates, Licenses, Registrations:** Valid Michigan driver's license and good driving record required. A+ certification preferred.

**Language Skills:** Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from individuals or groups. Ability to speak clearly and concisely both in oral and written communications.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Other Skills And Abilities:** Capable of working in a fast-paced, dynamic environment. Must be able to adapt to changing priorities and to grasp new knowledge quickly and effectively to incorporate the products and outgrowths of evolving technologies. Ability to manage and document multiple projects. Demonstrated ability to learn new and emerging technologies. Ability to apply knowledge of current research and theory in specific field. Strong teamwork, interpersonal communication and problem-solving skills. Ability to travel to and from work sites using a personal motor vehicle. Ability to work flexible work weeks, days and hours. Ability to exercise good judgment and make decisions in accordance with board policies and established administrative operating procedures. Ability to establish and maintain effective working relationships with students, staff and community, with strong customer service orientation.

**Physical Demands:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation 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 operate a computer, view video display terminals, reach with hands and arms, sit, use hands and fingers to grip, handle or feel objects, tools or controls, talk and hear. Ability to lift up to 50 pounds, such as printers, CPUs, monitors, etc. Able to crouch, kneel, crawl and stoop. Specific vision abilities required by this job include close vision and ability to adjust focus. Able to operate a personal motor vehicle as necessary.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet or moderate.

**Pre-employment Screening:** Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodation) and a drug test.

**Employment Date, Salary, and Fringe Benefits:** Anticipated employment date is as soon as possible. This is a 52-week position. Placement on the Technical/Operational Salary Schedule depends upon qualifications and experience; new employee salary range is \$46,360-\$57,378. Paid health, dental, vision, life and long-term disability insurances, sick, and vacation days.

**To Apply:** Interested parties should go to our website, <https://jcisd.workbrightats.com> to complete an online application.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.

The Jackson County Intermediate School District is an educational service agency that works in partnership with local public and charter schools, and the local community. We are committed to the success of all students by providing educational leadership, services, programs, and resources.

Our work and organizational goals are driven by Four Guiding Principles:

***Instruction ~ Quality, Creativity and Relevance***

***Leadership ~ Envisioning, Engaging and Executing***

***Service ~ Listening, Caring and then Serving***

***Community ~ Collaboration and Partnerships***

We encourage applicants who may not have a specific listed qualification, but who believe they have the needed knowledge, skills and abilities to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of the posted position.