



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

TECHNOLOGY ASSISTANT

Applying for this posting places your name in a pool of applicants who wish to be considered for technology assistant positions as they become available in the district.

QUALIFICATIONS:

1. High school diploma or GED equivalent.
2. Must have computer-related experience.
3. Must complete intensive computer-related on the job training.
4. Must be willing and able to pursue additional training and professional growth.
5. Must be willing and able to utilize personal transportation vehicle daily between assigned campus and the Instructional Support Center. (Reimbursement for mileage will be provided).
6. Physically able to lift, carry, push, and pull up to 50 pounds.
7. Competency on CFISD proficiency test (score of **70** or above on both parts).

LENGTH OF EMPLOYMENT: 193 Day / 250 Day

SALARY/PAYGRADE: Clerical/Technical 45 - \$23,349 (minimum)
Clerical/Technical 45 - \$30,245 (minimum)

ESSENTIAL FUNCTIONS:

1. Provide technical support of hardware to include troubleshooting hardware problems; identify hardware for repair; install cards; and set switches or jumpers on hardware to make the hardware compatible with software installation requirements.
2. Provide technical support (not to be confused with training or tutorials) of software at assigned campuses to include troubleshooting software problems; identify software installation problems; install software fixes; and assist with software "pushes" across the network.
3. Assist the Technology Services department in performing hardware and software inventories.
4. Provide for initial setup and movement of hardware.
5. Transport CPU or other small peripherals to ISC and back to campus for purposes of support.
6. Coordinate with Department Chairpersons for ordering of supplies for campuses.
7. Maintain budget records.
8. Perform other duties as assigned.

REQUIREMENTS: After submitting an application, **ALL** applicants must **register online** for the proficiency test and bring educational credentials the day of testing. To register, click on [Apply Online](#) below and go to Step 4.

ALL INTERESTED APPLICANTS MAY CONTACT:

Human Resources
10300 Jones Rd. Rm.229
Houston, TX 77065
Phone: 281-897-4189
Fax: 281-517-2106
Email: annette.escobar@cfisd.net
[Apply Online](#)

DEADLINE TO APPLY: Applications taken year round