# SOUTHERN EDUCATIONAL SERVICES COOPERATIVE
## Job Description

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| **POSITION:** | Technology Systems and Access Controls Technician |
| **IMMEDIATE SUPERVISOR:** | SESC Chief Administrator & Raleigh County Schools Network Administrator and/or Systems Administrator |
| **FLSA STATUS:** | To be determined by the Southern Educational Services Cooperative in accordance with applicable law |
| **EMPLOYMENT TERM:** | Full-time, 240 days annually; additional or extended employment may be established by the Southern Educational Services Cooperative |
| **SALARY:** | In accordance with the Southern Educational Services Cooperative salary schedule, commensurate with experience, education, and applicable certifications |
| **EVALUATION:** | Performance will be evaluated by the immediate supervisor in accordance with applicable law and Southern Educational Services Cooperative policies and procedures |

**JOB SUMMARY:**

The primary responsibility of the Technology Systems and Access Controls Technician is to install, inspect, maintain, troubleshoot, and repair electronic door access control systems and related door hardware at participating school sites. The position also supports computer devices, network infrastructure, security cameras, video intercoms, and telecommunications equipment and maintains accurate records of equipment, service work, and system changes.

**PERFORMANCE RESPONSIBILITIES:**

- Serve as the primary technician responsible for electronic door access control systems and related door hardware at participating school sites.
- Respond to and resolve access-control service requests involving card readers, doors that do not lock, unlock, or relock properly, door jams, automatic door opener malfunctions, and video intercom or doorbell problems.
- Install, configure, inspect, maintain, and repair electronic access control systems, including card readers, door controllers, interface boards, power supplies, door-position sensors, electric strikes, magnetic locks, electrified latches, exit devices, and automatic door openers.
- Diagnose access-control problems by inspecting the door, frame, hinges, locking hardware, reader, controller, wiring, power supply, sensors, automatic opener, and system configuration.
- Perform preventive and corrective maintenance on access-control wiring and door hardware, including testing connections, replacing damaged wiring or components, re-terminating connections, lubricating mechanical parts, and adjusting door closers and automatic openers.
- Install access-control equipment in new or renovated areas, including fitting hardware, installing controllers and power supplies, and running and terminating power, data, reader, and door-position wiring.
- Install and maintain video intercom and video doorbell systems, including controllers, door stations, master stations, and associated wiring.
- Maintain complete access-control service records, including the location, reported problem, diagnostic work, cause, repairs completed, system changes, and final status.
- Coordinate access-control installation and repair work with electricians, facilities staff, vendors, and other trades when work involves commercial power, door hardware, construction, or installation scheduling.
- Provide students and staff with access to technology resources and services in coordination with school and cooperative administrators.
- Diagnose and resolve hardware, software, and connectivity problems involving computers, iPads, Chromebooks, peripherals, interactive displays, projectors, operating systems, and related educational technology.
- Support device imaging, enrollment, configuration, deployment, inventory, repair, and management through approved mobile device management systems.
- Install, configure, maintain, modify, and upgrade local area network equipment, workstations, software, peripherals, and related technology components.
- Install, route, terminate, label, test, and document low-voltage network cabling, including Cat5e and Cat6 cable, patch panels, jacks, and related connections.

- Troubleshoot network connectivity at the cable, port, patch-panel, and network-switch levels and coordinate network changes with the Network Administrator or Systems Administrator.
- Install, mount, configure, maintain, and troubleshoot security camera systems and related cabling.
- Install, program, and troubleshoot IP telephone systems, including extensions, voicemail, and call routing.
- Maintain accurate inventory, repair, service-ticket, wiring, and configuration records for technology systems and equipment.
- Follow established safety procedures when using ladders or lifts and when working in ceilings, attics, equipment rooms, and other limited-access spaces.
- Travel to participating school sites and perform project work outside regular school hours or during summer periods when required.
- Perform data backup and recovery procedures and support approved antivirus and technology risk-management applications as assigned.
- Research reported misuse of computer, network, or Internet privileges and report findings through established procedures.
- Perform other related duties as assigned by the immediate supervisor or the Chief Administrator/RCS Network Administrator/RCS Systems Administrator.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of computer hardware, operating systems, software, mobile devices, peripherals, local area networks, and related educational technology.
- Working knowledge of macOS, iPadOS, and ChromeOS device management and troubleshooting.
- Knowledge of basic networking concepts, including switches, patch panels, network ports, IP addressing, and virtual local area networks.
- Knowledge of structured cabling, electronic access control, security camera, video intercom, and IP telephone systems.
- Ability to diagnose electrical, electronic, network, mechanical, and software problems within an access control system.
- Ability to read and apply wiring diagrams, equipment specifications, technical manuals, and manufacturer instructions.
- Ability to use cable testers and other diagnostic tools, analyze test results, and complete repairs safely and accurately.
- Ability to maintain complete and accurate inventory, service, configuration, and project records.
- Ability to organize work, manage service requests, and respond to technical problems at multiple locations.
- Ability to communicate clearly and maintain effective working relationships with students, employees, administrators, vendors, and members of the public.

**QUALIFICATIONS:**

- Hold or be eligible for the West Virginia Authorization for Technology Systems Specialist, as defined in West Virginia Board of Education Policy 5202.
- Hold a minimum of an associate degree from an accredited institution of higher education.
- Possess at least two valid Basic Level Technology Certifications or one valid Advanced Level Technology Certification approved by the West Virginia Department of Education.
- Complete any required in-service training approved by the West Virginia Department of Education.
- Experience in technical support, structured cabling, electronic access control, security cameras, video intercoms, or IP telephony is preferred; experience in a kindergarten through grade 12 environment is also preferred.
- Possess a valid driver's license and be able to travel among participating school sites.
- At least two years of relevant industry experience in information technology, networking, structured cabling, access control, camera systems, or IP telephone systems is preferred. Relevant industry or manufacturer certifications are also preferred.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is frequently required to stand, walk, reach, bend, kneel, climb, grasp, write, speak, hear, see, use computers and test equipment, and perform repetitive motions. The employee must be able to lift and carry up to 50 pounds and work safely from ladders or lifts and in ceilings, attics, equipment closets, and other confined or limited-access spaces. The work requires close vision, the ability to adjust focus, and the ability to respond to requests from multiple locations and individuals.

**DEADLINE TO APPLY:**

September 25, 2026 – or until filled

Send applications to: jlbutcher@wvesc.org

**WORK ENVIRONMENT:**

The work environment includes offices, classrooms, school buildings, equipment rooms, ceilings, attics, and outdoor areas. Work may involve dust, temperature changes, moderate to loud noise, electrical and electronic equipment, low-voltage wiring, ladders, lifts, and construction or maintenance activity. The employee must follow applicable safety procedures and use required protective equipment. Reasonable accommodations may be made to enable an individual with a disability to perform the essential functions.

*The information contained in this job description is provided for compliance with the Americans with Disabilities Act and is not an exhaustive list of duties performed by this position. Additional related duties may be assigned by the immediate supervisor or the Executive Director's designee.*