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# Example of Program Technician Job Description

Our company is growing rapidly and is looking for a program technician. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for program technician

* Maintain, enter, and analyze large amounts of data and data reports using various computer programs and platforms
* Maintain overall functionality of the Truancy Office to include answering of phones, efficient filing and record keeping systems, informational binders, and technical support for Truancy team members
* Prepare, reconcile, inventory, and order materials, technology, and other items to be purchased
* Provide Infinite Campus support for uploading truancy documents, running reports, and tracking required data points for court filings
* Prepare and distribute communications as the needed
* Provide follow-up communication, support and guidance to schools, parents, and students from truancy contacts, meetings, and court as needed
* Plan, organize, and facilitate truancy training for Principals, Assistant Principals, Attendance Secretaries, and other district personnel
* Provide assistance and support to school personnel about intervention plans, action plans, problem solving meetings, supports, and attendance strategies
* Assemble and maintain materials for community resources, handouts, and pamphlets
* Provide truancy and court information to respective schools

## Qualifications for program technician

* Experience with methods, techniques, parts, tools and materials used in the service repair of vehicles
* Automotive Service/Mechanical/Diagnostic experience, required
* Other duties may be assigned by supervisor/lead from time to time
* Highly proficient with Microsoft Soft Office
* Generally requires BS/BA, and a minimum of 4 years of experience in related field
* Currently licensed as an X-ray Technician or Radiologic Technologist