

**KUSPUK SCHOOL DISTRICT**

P.O. Box 49  
Aniak, AK 99557  
(907) 675-4250



**JOB DESCRIPTION**

**TITLE: Computer Technician**

Location: \_\_\_\_\_

District Posting Date: \_\_\_\_\_

Public Posting Date: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Hiring Supervisor: \_\_\_\_\_

Hours/Day: \_\_\_\_\_

**QUALIFICATIONS:**

1. Experience with computer hardware and software installation and maintenance.
2. Strong organizational skills.
3. High school graduate or GED.
4. Willingness to travel.

**ESSENTIAL FUNCTIONS:**

1. Assists with planning for and purchase of hardware and software technology.
2. Oversee technical infrastructure and manage hardware/software/network to optimize performance at all district sites.
3. Logs technology maintenance requests and coordinates enhancements and repairs.
4. Provide technical assistance to schools.
5. Work with internet service provider to ensure functionality of all educational programs, address various technical issues.
6. Image and deploy workstations, manage OS X servers, iPads, desktops, and laptop and all technology environments.
7. Monitor student laptop activity when necessary. Update light speed or other internet filters.
8. Performs preventative maintenance and repair when necessary.
9. Work closely with Educational Technology Coordinator.
10. Performs other duties as assigned.

**Reports To:** District Administrator

**Salary:** \$45,000 / year or more, DOE

**Length of Employment:** 11 months per year, assigned hours per day

*Kuspuk School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.*