

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Computer Technician

QUALIFICATIONS:

- 1. Computer training and/or experience.
- 2. Understanding of the computer equipment used by the district.
- 3. The ability to work and communicate effectively with staff.
- 4. Good interpersonal skills
- 5. Clerical skills
- 6. Possess intuitive software skills.

REPORTS TO: Technology Teacher

JOB GOAL: To help maintain and update technology systems so that full educational use of them may be made at all times.

PERFORMANCE EXPECTATIONS:

- 1. Performs minor maintenance on computer related equipment.
- 2. Installs new programs on computers.
- 3. Trouble-shoot minor problems with computers.
- 4. Run software to analyze/fix computer problems.
- 5. Assist Technology Teacher and/or System Manager in their duties.
- 6. Office skills.
- 7. Other duties as assigned by the Technology Teacher, System Manager and/or the Technology Co-Chairs.
- 8. Assist classroom teachers with Technology needs.
- 9. Coordinates the district ICN classroom

TERMS OF EMPLOYMENT: Length of contract same as computer teacher. Rate of pay same as Level 2 Secretary

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities)

3/18/03