

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Computer Technician-Apple

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: District Technology Director

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 Director, System Manager and/or the Technology Co-Chairs.
8. Assist classroom teachers with Technology needs.
9. Assist in the coordination of 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)

1/31/08