

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: District Computer Technician-PC

QUALIFICATIONS:

1. Computer training and/or experience in XP, Vista, Microsoft Office and Microsoft Outlook.
2. Computer training and/or experience of PC computer equipment and printer hardware.
3. Training and/or experience of networking including Active Directory and Network Protocols.
4. Good interpersonal skills.
5. Possess intuitive software skills.
6. Must be able to work in a standing/walking and/or climbing position for long period of time under dusty conditions and be able to lift 50 lbs.
7. Must have a valid driver's license with a good driving record and reliable transportation.

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 maintenance, repairs on computer and computer related equipment.
2. Installs, trouble-shoots and training of software programs.
3. Analyze and trouble shoots, hardware, network cabling and switch problems.
4. Set up, install and/or re-deploy computers and computer related equipment.
5. Assist with server management or trouble shooting as directed.
6. Assist classroom teachers with technology needs.
7. Assist in the coordination of the district ICN classroom.
8. Other duties as assigned by the Technology Director, System Manager and/or the Technology Co-chairs.

TERMS OF EMPLOYMENT: Twelve months per year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with Provisions of the Board's policy on evaluation of classified employees.

Approved by: _____ Date _____

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

(This job description contains only measurable performance responsibilities)

1/31/2008