

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Network and Computer Technician

QUALIFICATIONS:

1. MCSE training/certification or other certifications a plus
2. Minimum of 2 years work experience in computer/network support {both MacinTosh a
3. Experience with Local Talk, Ethernet, and network communications equipment required.
4. Ability to work independently.
5. Ability to work cooperatively with professional staff.
6. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: Instructional Technology Leader

JOB GOAL:

PERFORMANCE RESPONSIBILITIES:

1. Troubleshoot and repair defective personal computers, network, and peripheral e
2. Perform preventive maintenance on personal computers
3. Install personal computers, software, peripherals and network equipment.
4. Install and support network servers {AppleShare, Windows NT, mail and web}
5. Assign security for network users/groups and create associated rights, mapping and d
6. Assist in planning of network upgrades and make recommendations for purchase of e
7. Configure, install and test new network equipment, i.e. hubs, switches {Eventually r
8. Monitor network traffic with appropriate software, identify and resolve network p
9. Assist in mapping of the District infrastructure; document wiring closets in all b
10. Adhere to ethical practice regarding security of networks and electronic information
11. Maintain a record-keeping system regarding equipment failure, repair, and replacement o
12. Develop and implement a consistent and efficient work log that is used on a daily basis.
13. Work cooperatively with others both in the District and in the AEA Information T
14. Other duties as assigned

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TERMS OF EMPLOYMENT:

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).

4/1/03