

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana
Job Description

TITLE: Title I Computer Technician (FSLA Status: Exempt)

MINIMUM QUALIFICATIONS:

1. High School Diploma
2. Appropriate technical training
3. 12 months work experience in computer repair
4. Demonstrated aptitude and competence for assigned responsibilities

REPORTS TO: Supervisor of Federal Programs

JOB GOALS: To provide additional support for the student learning environments at Title I schools by providing efficient computer hardware and software support.

JOB SUMMARY: To maintain electronic equipment and educational software in the best possible operating condition for instructional use at Title I schools. This supplementary technology support is provided to Title I schools in addition to regular technology support personnel provided by the District.

ESSENTIAL JOB FUNCTIONS:

1. Diagnose and correct difficulties and/or malfunctions in computer/electronic equipment in multiple environments (PC, MAC, etc.) at Title I schools.
2. Maintain records of software for Title I schools as assigned by Supervisor of Federal Programs.
3. Deliver Title I electronic equipment and educational software to Title I schools after entry into Title I inventory.
4. Assist Title I schools in set up, installation, configuration, and maintenance of hardware and educational software.
5. Instruct and assist Title I school personnel in the proper use and operation of Title I computer equipment and educational software.
6. Assist Federal Programs Coordinator with on-site Title I inventory verification.
7. Assist Title I schools and the Federal Programs Office with transfer and disposal procedures and paperwork associated with Title I equipment.
8. Promote high standards of safety and orderliness in assigned Title I work and storage areas.
9. Assist in all areas of hardware, software and operations support for Title I schools and Federal Programs Office.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Performs other duties as may be assigned by Supervisor of Federal Programs.
2. Must maintain a valid Louisiana driver's license (Class D – LA Chauffeur's).

PHYSICAL DEMANDS:

1. Must be able to lift computers, UPS's, and all other Title I instructional equipment.
2. Must be able to load, unload and drive a van to transport Title I equipment to be installed, replacement equipment and equipment being returned for repair or disposal.
3. Must possess the physical stamina for long hours when required.
4. Must be physically capable of operating and demonstrating all instructional equipment and educational software installed at Title I schools.
5. Must be able to load and unload technology deliveries to the Title I schools and the Federal Programs Department.
6. Must be capable of working for long periods sitting, standing, reaching, or bending as required.

TERMS OF EMPLOYMENT: 12 Months

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number

Original - Human Resources Department

Copy-Supervisor

Copy-Employee