Job Title:	**Building Computer Technician**	Job Code:	**04111**
Job Family:	**School Based Support**	FLSA Status:	**Non-Exempt**
Pay Program:	**Classified**	Shift Differential**: No**
Typical Work Year:	**10- 12 months**	Pay Range:	**G13**

SUMMARY: Implement, monitor, and support the instruction of computer technology (software, hardware, networks, etc.) to teachers and building staff. Assist the instructional staff with scheduling, conducting, testing, evaluating and recording technology training for students. Provide technology support to instructional personnel and building staff by evaluating, recommending, installing and maintaining hardware and software in collaboration with information systems personnel. Document and record software licenses, file back-ups, hardware specifications, hardware locations, and work order requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Perform installation, maintenance, and support of hardware and software. Follow established procedures and Information Technology (IT) guidelines and timelines, for system implementations. Troubleshooting of and preliminary diagnosis of hardware including but not limited to Chromebooks and software problems. Repair or replace computer hardware, repair, replace or reinstall damaged software. Coordinate issues and efforts with IT. Call in IT support when situation requires higher level of technical expertise.	D	45%
2. Maintain connectivity, and local area network for school. Acts as first responder for computer issues in the building consults with district IT for assistance. Resolve connectivity issues with IT	W	10%
3. Provide computer training and technology support to staff and teachers. May compose or help with the composing of computer or software training manuals. Assist staff with other technology needs, maintain school's web page, may coordinate and/or compile data for reports.	W	20%
4. Perform computer and specific software security for students and staff Assist staff, teachers and students with data backups and set/reset passwords. Perform file maintenance. Document and record hardware specifications, hardware locations, and work order requests.	W	15%
5. Consult with building administration and/or the office manager to budget for computer hardware and software, maintain computer supplies and inventory, generate computer related supply requests, assist IT and school administrators with recommendations and selection of IT related items.	M	5%
6. All other job-related duties as assigned. May monitor and assist students while in computer lab.	On-going	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:
- High School Diploma or equivalent.
- Must be a minimum of 18 years old.
- Minimum of two (2) years of experience with computer hardware/software installation and maintenance or equivalent post-secondary computer coursework may be substituted for the experience requirement.
- Experience in an educational environment preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Working knowledge of business and educational hardware and software, including use, installation and maintenance.
- Working knowledge and troubleshooting on Audio/Video Systems including projectors, in-class sound systems, and large scale A/V systems in auditoriums and gyms.
- Intermediate knowledge of various database systems.
- Ability to train users on the functionality of software systems.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Critical thinking and problem solving skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:
- Intermediate operating knowledge of and experience with personal computers, hardware, software and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Building Principal and/or Assistant Principal	Varies

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- May be responsible for assisting with planning, assigning and directing work of Computer Paraprofessional and/or Student Aide.

BUDGET AND/OR RESOURCE RESPONSIBILITY:
- Responsible for consulting with school staff regarding the school IT budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize	X			
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	