



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

Computer Technician

LOCATION:

Department of Information Technology

POSITION SUMMARY:

The computer technician is responsible for the maintenance and installation of hardware, and the installation of software in stand-alone and network environments. In this position, the computer technician must understand technology and its impact on the educational system. The computer technician takes direction from the supervisor of Information Technology or designee.

REPORTS TO:

Supervisor of Information Technology

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. High school diploma or possession of a GED certificate
2. Two years of experience in technological field
3. Possess a valid Class C driver's license. The chosen candidate will be required to provide Calvert County Public Schools with a current copy of his/her driving record prior to the start of employment.

KNOWLEDGE, ABILITIES, AND SKILLS:

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Knowledge of personal computer (PC) hardware
2. Knowledge of Microsoft operating systems
3. Knowledge of Microsoft Office
4. Knowledge of local area networks
5. Knowledge of wide area networks
6. Ability to effectively communicate with others, using both oral and written skills

7. Ability to establish and maintain effective working relationships and good customer service
8. Ability to deal effectively with the public
9. Ability to work flexible hours
10. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable
11. Demonstrated success in accomplishing tasks akin to those responsibilities listed below

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Retrieves, repairs, and installs computers and peripherals
2. Performs preventative maintenance
3. Initiates anti-virus measures
4. Installs and configures application software
5. Inventories hardware and software systems
6. Troubleshoots network problems
7. Communicates issues and resolutions to the Department of Information Technology (DIT) and school staff
8. Thinks, concentrates, and interacts positively with others
9. Comes to work promptly every day
10. Works flexible hours as necessary
11. Works under stress and meets all deadlines
12. Travels from school to school as necessary

OTHER DUTIES:

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)
Performs related work as required or assigned by the supervisor of Information Technology or designee

PHYSICAL DEMANDS:

Position requires significant periods of standing and walking. Transport and unpacking of items not to exceed 50 pounds per carton.

UNUSUAL DEMANDS:

May be subject to emergency calls

TERMS OF EMPLOYMENT:

Twelve (12) month position and salary commensurate with qualifications and experience applied to the current salary schedule for support employees (Scale 23). All employees are encouraged to have automatic payroll deposit.

FLSA STATUS:

Non-exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

Immediate Vacancy

APPLICATION PROCEDURE:

This posting will remain open until filled.

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools’ website – www.calvertnet.k12.md.us.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocras.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocracas.ed.gov> or call 1-800-421-3481.