

**ST. MARY PARISH PUBLIC SCHOOLS  
COMPUTER TECHNICIAN II JOB DESCRIPTION**

**POSITION:** Computer Technician II

**REPORTS TO:** Chief Technology Officer

**TERMS OF EMPLOYMENT:** Following the probationary period as set forth in policy GBG, terms of employment are 240 days. Failure to maintain up to date HP Certification will result in reclassification of job position and salary.

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Non-Exempt

**QUALIFICATIONS:**

1. Must have a high school diploma or equivalent.
2. Must have certification of related training in computer maintenance from a Vocational Technical School or comparable training.
3. Must have at least three (3) years' experience in the repair and maintenance of computers, A+ Certification, and HP Certification.
4. Must be able to lift at least 50 pounds of equipment.
5. Must have valid driver's license.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI- Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

1. Diagnose and correct malfunctions of computer equipment and software.
2. Repair computer equipment and related hardware; replace parts when necessary.
3. Maintain a database of repair requisitions.
4. Use established methods for checking warranty of equipment before repairs are done.
5. Maintain inventory of parts and supplies needed for equipment repairs.
6. Maintain an efficient and effective system of routine maintenance and preventive care of equipment.
7. Provide in-service to instructional personnel, secretaries and students on correct operation and simple maintenance of hardware.
8. Complete work order forms indicating date required, parts used in repair and work performed.
9. Place equipment for storage on proper shelf for routine exchange and delivery.
10. Maintain records and necessary forms for documentation of repairs and part on all equipment.
11. Able to install and maintain district-approved software.
12. Assist with purchases of software and hardware.
13. Be knowledgeable of the St. Mary Parish Policies and Procedures Handbook.
14. Performs other duties as assigned by the Chief Technology Officer or Superintendent.

**QUALIFICATIONS:** The Computer Technician II must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the Computer Technician II is frequently required to stand, walk, speak, hear, and sometimes sit. The Computer Technician II may occasionally push or lift up to 50 lbs., such as boxes of materials. The Computer Repair Technician II is frequently exposed to a work environment noise level, which is moderate to loud. The Computer Technician II must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The Computer Technician II must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Annual physicals are required in accordance with job duties.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and not considered an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position. Additional duties may be assigned by the superintendent and/or superintendent's designee.

**This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The St. Mary Parish description at its discretion. School Board reserves the right to change this description at its discretion.**

**The signature and date indicate the undersigned has received access to an electronic or hard copy version of the job description and the St. Mary Parish Personnel Evaluation Plan and understands the duties and responsibilities required.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Approved 10/2022