



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Network Technician

(Rev. 12/17/2012, Rev. 04/28/2016)

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### Qualifications:

1. H.S. Diploma. Undergraduate work preferred.
2. 1-3 year's prior experience working in the field of technology
3. Experience in the installation, maintenance and troubleshooting of computer hardware.
4. A+, Network+, or MCP technical certification
5. Must be able to lift 40 pounds
6. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status.
7. Valid driver's license

### Reports To:

Director of Technology

### Job Goal:

Provide support for the installation, configuration, and troubleshooting of technology for the district and other entities contracted through shared information technology services. Goals are for both Kingsway Regional and South Harrison School District.

### Performance Responsibilities:

1. Provides assistance and support to students, faculty, and administration on the operation and use of technology.
2. Prioritizes and responds to all issues reported in the district help desk system quickly and efficiently.
3. Maintains an accurate inventory of computer hardware, software, and peripherals.
4. Performs computer repairs and assists in the arrangement of major network repairs.
5. Works effectively with students, teachers, staff, parents, community agencies and other groups.
6. Sees that district policies are observed during all activities.
7. Keeps abreast of new information, innovative ideas, and techniques relating to technology.
8. Sets up and maintains basic network operations.
9. Performs troubleshooting to isolate and diagnose common network/computer problems.
10. Upgrades network hardware and software components as required.
11. Responds to needs and questions of users concerning their access of network resources.
12. Installs and tests necessary hardware and software.
13. Evaluates district's technology needs and makes recommendations for upgrades and improvements to the Director of Technology.
14. Provides training as needed to district personnel.
15. Attends bi-monthly technology meetings to provide updates and address concerns regarding district technology.
16. Performs other such duties as may be assigned by the Director of Technology.
17. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.



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### Employment conditions:

Contract year:	July 1 to June 30
Job Family	Technician
Pay Grade/Compensation Structure:	G13
Evaluation:	In accordance with Board policy
Job Code:	9000