

JOB TITLE: COMPUTER TECHNICIAN

QUALIFICATIONS:

1. Knowledge of computer hardware
2. Knowledge of cabling local area and wide area networks
3. Knowledge of computer peripherals and ability to diagnose problems
4. Two (2) years' experience in computer repair services
5. Knowledge of software installation for Macintosh and IBM computers
6. Knowledge of hubs, servers, routers, and computer peripherals
7. Ability to lift at least fifty (50) pounds as an essential job requirement

REPORTS TO: Director of Technology

JOB GOAL: To provide assistance to teachers and other district employees by repairing computers, peripherals, computer network problems, installing cable, and working with other technology staff to keep hardware and networks working for the benefit of teachers, students, and administrators.

PERFORMANCE RESPONSIBILITIES:

1. Diagnose hardware and operating system problems and repair.
2. Clean computer equipment and peripherals.
3. Install and reinstall software for proper operation in the instruction process.
4. Identify and correct network problems with local area networks and assist network manager with wide area networks.
5. Help set up computer labs with proper configuration.
6. Consults and works with other district technology personnel.
7. Configure and set up printers, projection devices, and other computer peripherals to work effectively for various instructional purposes.
8. Assists Director of Technology with maintenance of the district computer equipment inventory.
9. Pick up and deliver computer equipment between school buildings and the Network Office.
10. Conduct an organized system of receiving repair orders, recording problems, and following through with repairs.
11. Assist with other technology problems and equipment operations when possible.
12. Maintain a computer services repair center with appropriate supplies and equipment.
13. Provide emergency assistance as required to maintain district technology services.
14. Other duties as assigned by the Director of Technology.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

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

Signed: _____ Date: _____
(Computer Technician)

Signed: _____ Date: _____
(Director of Technology)