

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

**POSITION:** Lead Computer Technician

**REPORTS TO:** Chief Technology Officer or designee

**TERMS OF EMPLOYMENT:** 12 months following the probationary period as set forth in policy GBG. 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.

**OBJECT/FUNCTION:** 117/2846

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

**QUALIFICATIONS:** Must have a high school diploma or equivalent; must have certification of related training in computer maintenance from a Vocational Technical School or comparable training; must be able to lift at least 50 pounds of equipment; must have a valid driver's license; must have at least five (5) years' work experience with at least two (2) years in the repair and maintenance of computers, computer skill certifications that meet current district standards. Failure to maintain up to date certification will result in reclassification of job position and salary.

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

**PERFORMANCE RESPONSIBILITIES:**

1. Fulfill all duties of computer technicians I and II.
2. Diagnose and correct malfunctions of computer equipment and software.
3. Complete forms for repairs indicating date repaired, parts used in repair and work performed. (Efforts should be made to complete repairs by the next delivery day to schools.)
4. Place proper identification on equipment.
5. Maintain records and necessary forms for documentation of repairs and parts on all equipment.
6. Develop and maintain inventory of parts and supplies needed for all equipment permanently assigned to the school and District.
7. Prepare purchase requisition for needed repair items and routes to the Chief Technology Officer.
8. Open incoming supplies and parts, check against packing slip, indicate items received and place on inventory.
9. Repair computer equipment and related hardware; replace parts when necessary.
10. Maintain a database of repair requisitions.
11. Use established methods for checking warranty of equipment before repairs are done.
12. Maintain inventory of parts and supplies needed for equipment repairs.
13. Maintain an efficient and effective system of routine maintenance and preventive care of equipment.
14. Provide in-service to instructional personnel, secretaries and students on correct operation and simple maintenance of hardware.
15. Complete work order forms indicating date required, parts used in repair and work performed.
16. Place equipment for storage on the proper shelf for routine exchange and delivery.
17. Maintain records and necessary forms for documentation of repairs and parts on all equipment.
18. Install and maintain all district-approved software.
19. Assist with purchases of software and hardware.
20. Promote high standards of safety and good housekeeping methods in all work-connected areas.
21. Be knowledgeable of the St. Mary Parish Policies and Procedures Handbook.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.

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5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
9. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

**PHYSICAL DEMANDS:** The employee 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 employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with a computer monitor, print texts, and handwritten documents. The employee 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.)

**This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.**

I, \_\_\_\_\_, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

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