Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Information Technology Technician

Reports To: Director of IT

Qualifications:

1. High School diploma.
2. Strong customer service skills and an interest/curiosity in technology.
3. College degrees and industry/vendor certifications a plus.

Physical Demands:

1. Able to occasionally lift 50 lbs. overhead.
2. Able sit and/or stand for long periods.

Background Check: Candidate will need to successfully pass a background investigation to include fingerprint and criminal history evaluation.

General Duties & Responsibilities:

Maintain the help desk, documentation for existing and new systems, and the asset inventory.

Provide technical support and training to teachers, administrators, staff, and students.

Assist in the installation and configuration of systems, software, and devices.

Onsite support for end user devices, this includes not is not limited to: user management in Active Directory and Google, perform troubleshooting on all computer hardware and peripherals, general application install/support including Google Apps, Microsoft Office and more

Assist Technology Director with ongoing and future projects

Perform other tasks and assume other responsibilities as may be assigned by the Technology Director

Evaluation: Performance of duty responsibilities will be reviewed annually.

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.