

Title: **COMPUTER TECHNICIAN**

Qualifications:

1. High School diploma and training beyond high school relevant to job responsibilities including in-depth knowledge of Windows 7 and Windows 2003 and 2008 Server. Preference given to candidates with a related Bachelors degree and/or relevant certification.
2. Knowledge, technical ability and customer service skills necessary to repair and service hardware.
3. Ability to install software.
4. Knowledge of electronics, wiring and multimedia.
5. Knowledge of and experience in installing, using, maintaining and upgrading multiple platforms and peripherals.

Physical/Other Requirements:

1. Ability to move from room to room throughout the buildings and from building to building.
2. Sufficient ability to hear the conversational voice with or without hearing aid.
3. Sufficient ability to see with or without corrective lenses.
4. Sufficient ability to speak and be understood under normal circumstances.
5. Sufficient use of arms, hands, legs and feet with or without corrective devices to accomplish the job.
6. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.
7. Suited for situations that require the ability to interact well with other people, but also the ability to work alone.

Reports to: Technology Director

Job Goal: To perform as part of a team providing technical support and services to maintain district computer equipment, peripherals, instructional media equipment, and software applications.

Responsibilities:

- *1. Maintains up-to-date knowledge of computer/media hardware, peripherals, telephones and software.
- *2. Installs new equipment.
- *3. Troubleshoots hardware, software and peripheral problems.
- *4. Repairs computers, telephones, and other related items.
- *5. Assists with record keeping and inventory of equipment (computers, printers, peripherals, instructional media equipment, projectors) and software.
- *6. Works with Technology Director to maintain records of service, warranties, licensing and other related data.
- *7. Maintains an inventory of parts and supplies to service and repair equipment.
- *8. Upgrades all equipment including software and hardware.
- *9. Works with Technology Director to refer warranty repairs to proper service provider.
- *10. Installs software on new and existing equipment.
- *11. Supports technical aspects of the WEB page.
- *12. Manages software for district. Provides professional development for staff.
- *13. Performs other related functions as assigned by Technology Director.

10-24-2008

* Essential Function