

COMPUTER TECHNICIAN, FULL-TIME

Qualifications:

1. Associate Degree in Information Technology preferred.
2. Previous experience in technical support/help desk.
3. Ability to communicate effectively with staff and students.
4. Knowledge of Windows operating System and an understanding of networking.
5. Knowledge of technology such as Smartboards, iPads, and Chromebooks.
6. Ability to assume responsibility, work independently, and display initiative.
7. Organizational skills in scheduling and carrying out assignments, managing records, and managing documentation for technology systems.
8. Ability to properly handle confidential matters and emergency situations.
9. Ability to work in a positive manner with staff and students.
10. Possess a valid driver's license and have access to a vehicle.
11. Perform the physical capabilities to lift and carry heavy technology equipment (approximately 70 lbs.),
12. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: District Administrator

Job Goal: To keep computers and associated technology in optimal operating condition. Manage the help desk, maintain inventory, coordinate work orders and purchase orders with outside vendors.

Performance Responsibilities:

1. Hardware and software support:
 - a. Help desk support.
 - b. Setup, install, and maintain district computers, and peripherals.
 - c. Troubleshoot, upgrade and install software.
 - d. Provide technical assistance to district students and staff.
2. Work with databases.
3. Assists in the preventative maintenance of technology equipment.
4. Assists with setting up sound systems, computers, projectors, televisions, iOS devices and other equipment.
5. Stays current with revisions and upgrades to technology.
6. Performs other tasks and assumes other responsibilities within overall scope of the position which the supervisor may assign.

Work Schedule:

40 hours per week as scheduled between 7:15 am and 6:00 pm, Monday through Friday.

Working Conditions:

Primarily office, classroom, and computer lab environments; exposed to noise, technology equipment, and contact with students.

Term: As per individual contract