

**Job Title:** Computer Technician/Specialist

**FLSA Exemption Status:** Non-Exempt

**Term:** 260 days

**Minimum Qualifications:**

1. Successful completion of training from a recognized vocational or technical school, or an institution offering an advanced degree;
2. A+ and Network certification;
3. Work experience in the areas of electronics and fiber optics as well as electricity are preferred;
4. Demonstrate the ability to develop a program of maintenance and repair of different microcomputer and microcomputer systems, especially in a school environment;
5. Demonstrate a willingness to accept responsibility and to cooperate with all levels of employees; and
6. Meets health and physical requirements.

**Job Objectives/Goals:**

To install and maintain technology so that student achievement is enhanced.

**Responsibilities and Essential Functions:**

1. Install hardware, software updates, and other enhancements, including phone systems;
2. Provide repair services for all computers, monitors, and peripheral equipment;
3. Support other district technical personnel in the successful completion of their duties;
4. Implement procedures to maintain and update the technology inventory;
5. Assist in the evaluation of new forms of technology;
6. Assist in the training of school personnel in the use of hardware and software;
7. Assist in the development, maintenance, and management of the district's local area networks and wide area networks which requires experience with Microsoft Server 2003, 2008, and Active Directory;
8. Provide on-site technical assistance to all personnel;
9. Assist in the implementation of security measures within the network;
10. Support the implementation of the district's Five-Year Technology Plan;
11. Attend work on a regular and predictable basis; and
12. Perform other duties as deemed necessary by the Director of Schools and Supervisor of Technology.

**Required Skills:**

Skills and specific abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Form Perception:** To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
5. **Manual Dexterity:** Ability to move hands easily and manipulate small objects with the fingers.
6. **Color Discrimination:** The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

**Physical Demands:**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**Reports To:** Technology Supervisor

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

