



KIN DAH LICHÍ'Í ÓŁTA'

POSITION DESCRIPTION

Revised: 07/14/2026

TITLE: Computer Technician	EMPLOYMENT: 9.5 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: Responsible for providing appropriate and effective instruction to students to help them be successful and confident in school, and to ensure mastery of established academic and computer skills, and to meet the unique needs of each student. Serve as a strong character role model for students. Maintain a positive working relationship with students, parents, and staff.

Necessary Qualifications:

- Associate of Arts Degree with concentration in education technology preferred.
- Valid Arizona Substitute Teacher Certification

Special Requirements:

- First Aid and CPR Certification is required within 30 days of hire.
- Valid Driver's License required.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills, and Abilities:

- Demonstrate proficiency in modern technology.
- Knowledge of various computer program/applications and curriculum.
- Good verbal and written communication skills.
- Knowledge of educational technology standards.
- Excellent written and oral communication skills.
- Must have experience and skills in using educational technology tools.
- Demonstrated proficiency with use of instructional technology.

Duties and Responsibilities:

- Instructs subject matter to pupils in the computer lab aligned with the adopted course of study and academic standards.
- Develops and implements technology curriculum.
- Develops and assists in staff training on computer literacy, programs and applications.
- Maintains appropriate student grades.
- Establishes and maintains a daily and weekly computer lab use schedule.
- Maintains routine and minor repairs for keyboarding, monitors, computer, printers and disk drives.

- Recommends software and hardware needs for school technology needs.
- Develops lesson plans for technology instruction and provides whole group instruction.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluates student academic and social growth, keeps appropriate records and prepares progress report.
- Creates a positive learning environment through attractive displays, bulletin boards, etc.
- Coordinates with other professional staff in assessing student academic skills and learning deficiencies.
- Supervises students during in and out of classroom activities during the assigned working day.
- Communicates with parents to discuss pupils' progress and interpret the school program.
- Assists with the administration of standardized tests in accordance with school testing programs.
- Inventories all school technology equipment, accessories, and software programs annually.
- Maintains all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in committee meetings, in-service trainings and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

Supervision Received By: Academic Head

Working Hours: In accordance with Board policies

Evaluation Procedure: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.