

**TITLE****Computer Technician/Specialist**

**Level I** – entry level, primarily school related replacement of equipment, installing educational software, etc.

**Level II** – some experience with educational needs, eRate, inventory, trouble shooting, etc.

**Level III** – specialized skills – including system support for software, servers, etc.

**QUALIFICATIONS**

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

**JOB GOAL**

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

**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; and
11. Perform other duties as deemed necessary by the Director of Schools and Supervisor of Technology.

## PHYSICAL DEMANDS

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) 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

## TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
4. Good organizational skills.
5. Enthusiasm.
6. Ability to represent the organization in a professional, positive, manner.

## CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and 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. *Manual Dexterity*: The ability to move the hands easily and manipulate small objects with the fingers.
5. *Form Perception*: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
6. *Color Discrimination*: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

## WORK CONDITIONS

Normal working environment.

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

## GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.