Colquitt County School System  Job Description and Evaluation Instrument  Site: System-wide Position Title: Computer Technician Reports To: Director of Network Services  Primary Function:  To install and maintain hardware, peripherals and software in all system facilities.  Requirements:  Educational Level/License Required: High School Diploma or above. Physical Activities: Routine physical activities that are required to fulfill job responsibilities and ability to lift a minimum of pounds. Proficient Skills: Written and oral communication skills, organizational skills and good working knowledge of computer hardware, software and Windows operating system.  Essential Duties: When used as an evaluation instrument the evaluator is to mark each item by circling S for tasks in which the employee meets or exceeds expectations and NI for tasks in which the employee necessary to fulfill these expectations.  GENERAL  1. Maintains a pattern of prompt and regular attendance. Number of annual absences to date: 2. Demonstrates knowledge and proficiency in the use of internet and email as applicable to job responsibilities. 3. Demonstrates knowledge and proficiency in the use of other computer applications as applicable to job responsibilities. 4. Demonstrates knowledge and proficiency in the use of other computer applications as applicable to job responsibilities. 5. NI Acts in a professional manner and maintains a professional attitude towards the public and colleagues; adheres to cultural diversity guidelines, and exhibits the fundamentals of good public/customer service. 6. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job receptomsibilities. 7. Maintains and improves knowledge and skills to promote proficiency in the operations of an organized, modern, updated and efficient office. 8. NI Maintains and improves knowledge and skills to promote proficiency in the operations of an organized, modern, updated and efficient office. 9. Participates in w	Nam	ne:	Date:	Adopted: 7/0	5/2005						
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	19.	Assists with monitoring acceptable use policies for computer usage.				NI					
20. Provides technical support for school personnel on hardware, software, and operating system S software in system facilities.	20.	Provides technical support for school personnel on hardware, software, and operating system software in system facilities.		ting system	S	NI					
21. Maintains a maintenance and repair schedule of computer hardware											
22. Supports technology needs of all departments.  S NI 23. Adheres to guidelines of network security.  S NI											

24. Performs all other duties	and responsibilities as ass	igned by the supervisor.	S NI
Overall Evaluation Score:	□ Satisfactory	☐ Unsatisfactor	у
SIGNATURES: Employee's signaturence with its content. or evaluator. Please initial if co	Written comments and/or e	•	
Employee:	D	ate: 	Comments Attached:
Evaluator:	D	ate:	Comments

Attached: