

Job Description

Position Title	Computer Technician		
Building	District	Department	Information Technology
Hours	Salaried	Supervisor	Director of Technology
Band and Grade	B-23	Tools and Equipment	Computer, laptop, iPad, Smart Boards, Learn Pads, applicable software, phone, copy machine, diagnostic equipment

Primary Function	Provides staff training on all technology devices. Is able to work on minor computer breaks and fixes and provides preventative maintenance. Maintains the district's webpage and assists staff in updating their web pages. Assists with set-up and maintenance of audio visual equipment systems in the school district including webcasting of events.
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Essential Duties	
1	Computer setup and inventory:
	A. Unpacks, connects, and tests new computers, printers, drives, and other peripherals.
	B. Installs and tests operating systems and authorized software and makes recommendations for revisions.
	C. Records all serial numbers and locations.
	D. Disconnects, moves, reconnects, and tests computers reassigned to new locations.
	E. Assists in set-up for inservices and special demonstrations.
	F. Removes technology equipment as directed by the Director of Technology.
2	Computer maintenance:
	A. Installs and tests new software and operating systems.
	B. Installs and tests additional hardware when allowed by warranty.
	C. Cleans computers and peripherals on a regular basis.
	D. Diagnoses and repairs, if possible, any problems with computers, peripherals, and network equipment.
3	Staff integration:
	A. Provides training to staff and students on the use of iPads, Smart Boards, computers, Learn Pads, or any other technology device that is available to staff and students
	B. Researches and problem solves with staff on incorporating technology into the classroom using the technology device.

	C. Provides general technical support to staff and students.
	D. Performs duties as requested by Director of Technology or administration.
4	Assists with technology audio/visual needs throughout the district as directed by Director of Technology:
	A. Webcast events – concerts, athletic events, graduation.
	B. Must be available to have some flexibility to work evening hours.
5	Performs other duties of a similar nature and/or level.

Minimum Qualifications	Preferred: Minimum of an AA degree from an accredited technical college or equivalent, and a working knowledge of Windows-based computers and related networks. Must have a valid driver's license and be able to travel between school buildings.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of customer service principles. • Knowledge of applicable hardware, software, and related equipment. • Knowledge of wireless networks.
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Skills Required	<ul style="list-style-type: none"> • Skill in developing, installing, and configuring computer networks and systems. • Skill in the use of tools to make repairs. • Skill in using computers and related software applications. • Skill in identifying, researching, and resolving technical issues. • Skill in communicating technical information to a non-technical audience. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to provide and receive work direction.
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Physical Activities/ Requirements	<p>Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.</p>
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