

**CANTON PUBLIC SCHOOL DISTRICT
POSITION ANNOUNCEMENT**

COMPUTER TECHNICIAN

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

- Associate of Arts Degree in computer related technology or equivalent experience
- One (1) year experience or computer internship/project with personal computers including software installation and troubleshooting
- Utilization of technology in a computing environment
- Experience working in a school district, county office of education and/or technology related industry
- Knowledge of computing systems terminology, personal computing operations hardware, operational requirements for networked personal computer systems, personal computing applications, modern computer techniques, methodologies, principles, and practices
- Flexible and receptive to change

ESSENTIAL DUTIES AND RESPOSIBILITIES:

- Operates and monitors computers, printers, and peripheral devices
- Utilizes personal computing hardware, software, and database applications to perform basic duties including documentation, reporting, scheduling and user support
- Responds to user requests for assistance in utilizing personal computer hardware and software
- Installs operating systems
- Installs and supports personal productivity applications
- Performs other related tasks assigned by the Superintendent or immediate supervisor

REPORTS TO: Director of Technology

LENGTH OF EMPLOYMENT: 12 months

SALARY: Based on School District Salary Schedule

CLOSING DATE: Until Filled

The Canton Public School District is an Equal Opportunity Employer who fully supports equal access for all people, regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, disability or any other protected category.