



Title:	Computer Technician I
Reports To:	Executive Director of Technology
Department:	Technology
Status:	Exempt
Terms:	226 Days / 12 Months
Pay Grade:	TE01

Primary Purpose:

Perform remote technical work to install and maintain computer equipment and network and software applications throughout the district with limited supervision. Respond to work order requests by diagnosing and repairing computer hardware. Must have strong customer service skills. Must be able to sit for extended periods of time. Maintain accurate records of time and materials required to perform repairs and service. Keep abreast of current and upcoming technology and standards to enhance operations.

Qualifications:

Education/Certification:

High school diploma or GED
Clear and valid driver's license
CompTIA A+ or 2 years' experience

Special Knowledge/Skills

Knowledge of computer workstation setup (*Windows 10 or 11, Chrome OS*)
Knowledge of computer hardware and software applications
Ability to install, maintain, and repair computers and peripherals
Ability to install and maintain network cables and hardware Ability to
diagnose problems and perform repairs

Experience:

CompTIA A+ or 2 years' experience

Major Responsibilities and Duties:

Technical Support

1. Install, configure, maintain, and upgrade computers and peripherals, Chrome devices, network cabling, and network peripherals throughout the district. Relocate computer hardware, peripherals, and equipment as needed.
2. Provide technical assistance to users of computers, Chrome devices, iOS devices.



3. Install and configure application and operating system software and upgrades.
4. Assist with the organization and distribution of technology-based material for classroom use.

Equipment Repair and Maintenance

1. Diagnose and repair network connectivity and hardware issues, including printers, phones, and personal computers.
2. Remove old equipment and perform data migration to new machines.
3. Service equipment according to established preventive maintenance schedule. Maintain accurate updated records of preventive maintenance.

Inventory

1. Maintain accurate inventory of hardware, software, and other equipment and material at assigned site(s).
2. Identify, request, and control the inventory of repair parts.

Other

1. Compile, maintain, and file all physical and computerized reports, records, and other documents.
2. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
3. Comply with all district and campus routines and regulations.
4. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Hand tools and test instruments for electronic repairs and cable installations; personal computers and peripherals; small truck or van

Posture: Prolonged sitting and standing; regular kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders



Lifting: Moderate lifting and carrying (up to 44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Exposure to electrical hazards; occasional prolonged and irregular hours; frequent district wide travel; May be required to be on-call 24 hours a day.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature

Printed Name

Date