

# **Job Description**

## **Gary Community School Corporation**

**Job Title:** IT Technician

**Department:** IT

**Reports To:** Director of IT

**FLSA Status:** Non- Exempt

**Starting Pay:** \$19.23 + (Commensurate with Education & Experience)

**Job Status:** Full-Time, Classified

### **QUALIFICATIONS:**

1. Associate degree in Computer Science, Information Technology, or related field; Bachelor's degree preferred. Equivalent combination of education and experience may be considered.
2. Certifications desired: A+, Network+, Security+, MCSE.
3. Preferred, but not required: Two (2) or more years of experience with various operating systems (Cisco IOS, Windows Server 2013-2016, Mac OS, Android, and Linux), peripherals, and networking technology.
4. Preferred, but not required: Two (2) or more years of experience with networking and telecommunication systems.
5. Preferred, but not required: Two (2) or more years of technical experience with LAN/WAN networking; knowledge and understanding of TCP/IP Protocol.
6. Ability to read, write, and understand technical documentation.
7. Must have transportation to commute to all schools.
8. Must work flexible hours when scheduled.

**SUPERVISES:** None

**JOB GOAL:** Responsible for the design, installation, implementation, and management of the district-wide Area Network (WAN) and Local Area Networks (LAN). Maintain an interactive delivery system for all faculty members throughout the district. Develop, implement, and coordinate guidelines for use of computer equipment. Work closely with vendors and school facilities to ensure that automation and network protocol configurations are in place.

### **PERFORMANCE RESPONSIBILITIES:**

1. Ensures that the network protocol and specifications are operational.
2. Installs, set up and test the computer network and electronic components for the Wide Area Network (WAN) and Local Area Network (LAN).
3. Responsible for new network component installation and implementation.

4. Insures all network components meet the District standards.
5. Travels to all locations to troubleshoot networking problems.
6. Activates security profiles as approved by the IT Coordinator.
7. Monitors network daily and follows standard procedures when the network is not operational.
8. Maintains a troubleshooting log.
9. Troubleshoots both new and remodeled structures.
10. Maintains district phones and internet at their service contracts.
11. Provides IT onboarding to new staff.
12. Provide School-based support.
13. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Wages and work year to be established by the Gary Community School Board of Trustees.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Administrative Personnel. Annual Professional Development in job related areas is expected and will be part of the evaluation process.

I HAVE REVIEWED AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND REQUIREMENTS OF MY JOB DESCRIPTION.