

Joliet Township High School District Information Technology Services Job Description

TITLE: Computer Maintenance Technician

QUALIFICATIONS: 1. Appropriate computer experience and/or coursework
2. Related Associates or Bachelor Degree
3. Pass a basic computer and network test

REPORTS TO: Director of Technology

Performance Responsibilities:

1. Professionally install, repair and upgrade computers and related equipment within the District.
2. Maintain an inventory of District computers, peripherals, and replacement parts.
3. Install licensed software on District computers.
4. Troubleshoot software, hardware and network related issues.
5. Assist with computer software application usage.
6. Travel between buildings when necessary.
7. Responsible to setup technology required for events.
8. Provide employee help desk coverage.
9. Support the operations of the Student Help Desk.
10. Perform other tasks as may be assigned.

THE SUCCESSFUL CANDIDATE MUST HAVE:

- Excellent organizational, communication and interpersonal skills
- Technical knowledge in computer repair and maintenance
- Broad knowledge of local area networks
- A basic understanding of Microsoft enterprise environment
- Be able to climb ladders
- Be able to lift 50 pounds

SALARY RANGE: Determined by Assistant Superintendent for Business and Personnel

TERMS OF EMPLOYMENT: Annual twelve-month contract. Salary approved by the Board of Education.

EVALUATION: Performance to be evaluated annually in accordance with Board and Administrative policy.