

## **COMPUTER TECHNICIAN**

### **Job Description**

**Reports to:** Director of Technology

**Location:** District Technology Center

**Evaluated by:** Director of Technology

**Evaluation period:** Annual

### **Qualifications:**

- Technology oriented certifications (such as CompTIA A+, Network+, Server+, Security+, Project+, Cisco ICND, CCNA, and Microsoft Certified Professional).
- Excellent communication ability
- Outstanding organizational and time-management skills
- Excellent diagnostic and problem solving skills

### **General Duties**

- Repair, maintain and install computer and network related hardware, peripherals and software essential to the facilitation of student learning and District Operation.
- Assist with district technology projects.
- Conduct normal and preventative maintenance, upgrades, replacement of endpoints and peripherals.
- Contact vendors, technical support centers, and online resources for assistance related to repair problems.
- Maintain open communication with building and district level personnel regarding equipment functions, operations and security related issues.
- Provide troubleshooting information and technical assistance to all school personnel.
- Research new products or other processes that improve efficiency and reduce costs.
- Perform any other duties assigned by the Director of Technology

### **Technical Duties**

- Assist with managing and maintaining Microsoft Windows 7/10 end user operating systems.
- Assist with Microsoft Active Directory User Account Management and group policies.
- Understands Microsoft Office 2016/2019 Suites, Office 365 as well as Google Apps.
- Assist with day-to-day operations of the Cisco Unified Communications Manager.
- Must demonstrate ability to terminate and crimp network cables
- Must demonstrate ability to support classroom technology peripherals (document cameras, interactive projectors, multimedia systems, etc.).

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and use hands and fingers to handle or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand-strength to grasp tools and climbs onto ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such large equipment and peripherals. Occasionally the employee will lift and/or move up to 90 pounds. The employee will push/pull various items and equipment. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.

**Terms of Employment:**

Full-time position

Wage Rate: Starting at \$20.00

Fringe benefits include medical insurance, life insurance, and Public Employee Retirement Fund