

Llano ISD

Job Title: Computer Technician **Wage/Hour Status:** Non-Exempt

Reports to: Director of Technology **Pay Grade:** 4

Dept./School: Technology **Date Revised:** May 2018

Primary Purpose:

Maintain and upgrade computers and other technology equipment for the entire school district

Qualifications:

Education/Certification:

Associate's Degree or Certificate in computer science, electronics or Information Technology
Valid Texas Drivers License

Special Knowledge/Skills:

Knowledge of computer hardware and software applications
Ability to analyze and repair computer and technology equipment
Ability to create and repair network cables and equipment including fiber optics, CAT5 and CAT6 cables
Ability to work with specialized network troubleshooting equipment
Good organizational, communication, and interpersonal skills

Experience:

Greater than two years of field experience as a network and computer repair technician is preferred.

Major Responsibilities and Duties:

Technical Support

- Provide technical assistance to campus faculty and staff. Installation of equipment including computer hardware, software, projectors, interactive whiteboards, network cables, switches, routers and VOIP equipment.
- Provide on-site assistance to campus staff with technology problems and questions.
- Maintain computers in campus lab(s) and classrooms.

- Perform upgrades to software and hardware.
- Assist with detection and resolution of software application and hardware problems.

Inventory

- Assist in maintaining an accurate inventory of hardware, software at a district level.
- Identify, request, and control the inventory of repair parts.

Other

- Compile, maintain, and file all physical and computerized reports, records, and other documents as needed.
- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Comply with all district and campus routines and regulations.
- Stay current with technology trends that are relevant to education and technology
- To perform any other tasks assigned by the supervisor.

Supervisory Responsibilities:

None

Equipment Used:

Computers, printer, and small hand tools, fiber optic test and other cable testing equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent district wide travel; repetitive hand motions; prolonged use of computers; lifting of heavy equipment (50 lbs or greater)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by

Date

Reviewed by

Date
