

# ASSISTANT COMPUTER TECHNICIAN

JD LOCATOR: 2.22.6

Adopted: 5/03

Revised: 5/06, 6/09

REPORTS TO:	Coordinator of Technology Services
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff.

## JOB SUMMARY

To provide assistance to technology staff and other district employees by repairing computers, peripherals, computer network problems, installing cable, and working with other technology staff to keep hardware and networks working for the benefit of teachers, students, and administrators.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.***

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**NOTE:** Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Diagnoses hardware and operating system problems and repair.
2. Cleans computer equipment and peripherals.
3. Installs and reinstalls software for proper operation in the instructional process.
4. Assists with network cable installation as directed.
5. Helps set up computer labs with proper configuration.
6. Picks up and deliver equipment between school buildings and the EMC.
7. Assists with configuration and set up of printers, projection devices, and monitors to work effectively for various instructional purposes.
8. Assists with other technology problems and equipment operations when possible.
9. Assists the computer technician to maintain a computer services repair center with appropriate supplies and equipment.
10. Provides emergency assistance as required to maintain district technology services.
11. Develops a flexible work schedule with the supervisor to maintain district technology services.
12. Assists media/technology secretary with maintenance of the district computer equipment inventory.

## SUPERVISORY RESPONSIBILITIES

None

***QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.***

## EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. Knowledge of computer hardware.

3. Knowledge of cabling local area and wide area networks.
4. Knowledge of computer peripherals and ability to diagnose problems
5. Experience in computer repair services
6. Knowledge of software installation for Macintosh and PC computers
7. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
8. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

#### COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

#### MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

#### REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

#### OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.

***PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully 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, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must

occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

***WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

#### ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date