

Job Description

Job Title: **Building Computer Technician**
 Job Family: **School Based Support**
 Pay Program: **Classified**
 Prepared/Revised Date: **December 13, 2007**

Job Code: **04111 1**
 FLSA Status: **Non-Exempt**
 Grade: **G20**
 Typical Work Year: **10 months**

SUMMARY: Implements, monitors, and supports the instruction of computer technology (software, hardware, networks, etc.) to secondary teachers and building staff. Assists the instructional staff with scheduling, conducting, testing, evaluating and recording technology training for students. Provides technology support to instructional personnel and building staff by evaluating, recommending, installing and maintaining hardware and software in collaboration with information systems personnel. Documents and records software licenses, file back-ups, hardware specifications, hardware locations, and work order requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Performs installation, maintenance, and support of hardware and software. Follows established procedures and IT guidelines and timelines, for building level backups, file maintenance, hardware preventative maintenance programs and system implementations.	D	25%
2. Troubleshooting of and preliminary diagnosis of hardware and software problems in building. Repairs or replaces computer hardware, repairs, replaces or reinstalls damaged software. Coordinates issues and efforts with IT. Calls in IT support when situation requires higher level of technical expertise.	D	20%
3. Network administrator, maintain connectivity, and maintain local area network for school. Is first responder for computer issues in school. Resolves connectivity issues with IT	D	10%
4. Provides computer training and technology support to staff and teachers. May compose or help with the composing of computer or software training manuals.	W	10%
5. Performs computer and specific software security for students and staff. Set up/delete user accounts; set security levels, folder permissions, set/reset passwords. Performs file maintenance. Documents and records software licenses, file back-ups, hardware specification, hardware locations, and work order requests.	W	10%
6. Monitors budget for computer hardware and software, maintains computer supplies and inventory, generates computer related supply requests, assists IT and school administrators with recommendations and selection of IT related items.	M	5%
7. Assists staff with other technology needs, maintain school's web page, may coordinate and/or compile data for reports, and all other job-related duties as assigned. May monitor and assist students while in computer lab.	On-going	20%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Must be a minimum of 18 years old.
- Post-secondary computer courses.
- Minimum of 3 years experience with computer hardware/software installation and maintenance.
- Experience in an educational environment preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Working knowledge of business and educational hardware and software, including use, installation and maintenance.
- Intermediate knowledge of various database systems.
- Ability to train users on the functionality of software systems.

- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Critical thinking and problem solving skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Intermediate operating knowledge of and experience with personal computers, hardware, software and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, SASI and other school based software systems.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	High School Principal	3080

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- May be responsible for assisting with planning, assigning and directing work of Computer Paraprofessional.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for monitoring school IT budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate			X	
Copy		X		
Coordinate		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate			X	
Interpersonal Skills		X		
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	