



Prairie Central CUSD #8

Job Descriptions for Computer Technician

Official Supervisor

Technology coordinator

Job Summary

The computer technician sets up, maintains, tests, and does minor repairs of computers and computer networks in the school district, as per the direction and priorities determined by the district technology coordinator

Qualifications

AA degree from an accredited technical college or equivalent

Working knowledge of Apple© computers, Macintosh© computers, MS-Dos©-based computers, and related networks

Skills

Works well independently

Communicates effectively

Works cooperatively with all other staff members and students

Organizes tasks and time effectively

Completes job requirements punctually

Relates to staff, students, and the public in a courteous manner

Acts as a positive role model for students

Sets up, maintains, tests, and performs minor repairs on computers and computer networks

Length of Employment

260 days per year, 8 ½ hours per day (includes a 30-minute, non-paid, duty-free lunch), but assigned hours may vary

Evaluation

By superintendent, with the input of the district technology coordinator, based on "Job Functions"

Job Functions

A. Punctuality

1. Performs duties and assignments in a punctual fashion according to the given schedule
2. Adheres to established laws, policies, rules, regulations, and collective bargaining agreements regarding punctuality
3. Submits time sheets and other required paperwork in a timely manner

B. Accountability

1. Follows the directives of the school's administration, school policy, and applicable laws relative to licensure and use
2. Is accountable for the equipment and supplies used in daily job performance; and follows all district rules, regulations, and procedures in the issuance, handling, and returning of equipment and supplies

C. General Procedures

1. Computer set-up and inventory
 - a. Installs and tests operating systems, menus, and authorized software
 - b. Records all serial numbers and locations and reports to technology coordinator
 - c. Disconnects, moves, reconnects, and tests computers reassigned to new locations
 - d. Assists technology coordinator in setting up for in-services and special demonstrations
2. Computer maintenance
 - a. Installs and tests new software and operating systems
 - b. Installs and tests additional hardware including cards and boards
 - c. Adjusts disk drive speeds
 - d. Cleans computers on a scheduled basis as directed by the technology coordinator
 - e. Replaces printer cartridges and ribbons when appropriate
3. Network maintenance
 - a. Backs up and tests instructional networks
 - b. Tests networks if moved or rearranged
4. Disk duplication
 - a. Duplicates licensed software disks from master copies
 - b. Distributes disks and documentation under the direction of the technology coordinator
 - c. Follows administrators' and the technology coordinator's directives, school policy, and the law in copying software and documentation
5. Minor repair
 - a. Diagnoses computer problems to determine cause of malfunction, and corrects upon the approval of the technology coordinator
6. Oversight - Performs other duties as assigned by technology coordinator

D. Communication and Cooperation

1. Communicates and cooperates with colleagues, supervisors and all levels of staff, students, and the public
2. Uses sound judgment and discretion when dealing with sensitive materials related to students and staff
3. Responds promptly to inquiries by staff and students
4. Reports all equipment failures or other problems that may impact on instruction or other important operations to the technology coordinator
5. Is a positive role model for students, has a neat appearance, and uses proper language near students
6. Demonstrates interest, enthusiasm, and a positive attitude toward work