

TITLE: Technology Support Technician

QUALIFICATIONS:

1. Minimum High School Diploma w/demonstrated computer knowledge.
2. Familiarity with various Operating Systems and Hardware.
3. Ability to interact appropriately with Staff and Students.
4. Hold a valid Driver's License
5. Able to lift and move up to 50 pounds
6. Work independently and manage own time
7. Must maintain confidentiality.

REPORTS TO: Technology Coordinator

JOB GOAL: To repair and upgrade computers and to perform appropriate repairs to the various technology systems within the school department.

PERFORMANCE RESPONSIBILITIES:

1. Keep current on all appropriate operating systems and install appropriate updates and/or new operating systems in a timely manner
2. Troubleshoot and repair computer problems
3. Trouble shoot the Apple Laptops per the Apple Guidelines
4. Assist in developing a budget for the school department for computer related needs.
5. Maintain an inventory of all computers and major hardware as they are purchased
6. Serve on the Technology Committee
7. Update personal technological knowledge and skills as new equipment and software is brought into the system
8. Any other duties, which might be requested by the Technology Coordinator.

TERMS OF EMPLOYMENT: 52 Weeks, Benefits per the Central Office Hourly Employee Working Agreement.

EVALUATION: Performance of this job will be evaluated by the Technology Coordinator in accordance with provisions of the Committee's policy on Evaluation of Professional Personnel.