

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Computer Technician

QUALIFICATIONS:

1. **Education/Certification:** High School diploma or equivalent plus two years of education desired. Certification in technology repair (A+ certification desired) and/or equivalent job experience required. Hold a valid State of Maine Criminal History Records Check Approval.

2. **Special Knowledge/Skills:**
 - a. Knowledge of Windows, Macintosh and other operating systems used within the school/town.
 - b. Knowledge of basic computer hardware and peripherals.
 - c. Knowledge of server operating systems (Microsoft Server, Mac OS X Server)
 - d. Basic knowledge of educational and business software applications in order to support school/town staff and students:
 - Microsoft Office Suite, AppleWorks
 - Common open-source software applications
 - Common Internet Browsers
 - E-Mail software (FirstClass & MS Outlook)
 - Common multimedia software applications and tools
 - e. Knowledge of basic networking concepts, devices and security.
 - f. Ability to communicate verbally and in writing.
 - g. Ability to work with people.
 - h. Ability to work independently in solving problems.

3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Technology Coordinator

JOB GOAL: The school/town Computer Technician responds to and will be the first level of support for all technology hardware, software, server and network related problems.

PERFORMANCE RESPONSIBILITIES:

The duties of the Computer Technician will include but not be limited to the following:

1. Install, configure and upgrade computer hardware, peripherals and software.

Job Description
Computer Technician (continued)

2. Diagnose, repair and maintain hardware, peripherals and software systems.
3. Provide technical support to school/town staff and school sponsored technology provided to students.
4. Manage and support server based information and communication systems (SIS, E-Mail, Library, Web, etc).
5. Make recommendations for the technology budget including upgrades, repair and replacement cycle.
6. Work with and help coordinate service contract with outside vendors.
7. Inform Technology Coordinator of technology related problems and issues that arise within the school and town.
8. Maintain up-to-date accurate records for inventory and repair/maintenance work performed within the school/town.
9. Perform preventative maintenance on school/town technology equipment.
10. Provide technology assistance to staff and students for support of student centered learning.
11. Perform other relevant duties as identified that support the mission and vision of the Cape Elizabeth schools and town.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 50 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

TERMS OF EMPLOYMENT: Twelve-month year, 40 hrs. per week. Compensation in accordance with recommendations established by the Superintendent of Schools.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Technology Coordinator will perform the evaluation.

Job Description
Computer Technician (continued)

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 9, 2006