

Somewhere ISD Technology Department

Dirk D Dykstra, Director of Technology

JOB TITLE: Computer Specialist **WAGE/HOUR STATUS:** Non-Exempt
REPORTS TO: Director of Technology **PAY GRADE:** 25,000 starting
DEPT./SCHOOL: Technology Department **DATE:** April 10, 2006

DAYS IN CONTRACT: 226

PRIMARY PURPOSE:

Repairing and maintaining Technology equipment with specialization in multiple areas of advanced knowledge.

QUALIFICATIONS:

Education/Certifications:

High School Diploma or GED

A+ Certification

Microsoft Certified Desktop Support Technicians certification

One additional certification

Special Knowledge/Skills:

Advanced knowledge of installation, troubleshooting, and repair of computer-related equipment and peripherals including but not limited to computers, printers, monitors, CD-ROMs, network cards, sound cards

Advanced knowledge of Windows 95/98/2000/XP operating systems and software applications, including Office XP, GroupWise, Accelerated Reader, educational software, A+LS, Compass and more

Effective interpersonal, organizational, and communication skills

Experience:

Experience with troubleshooting advanced problems with a variety of computer operating systems and hardware configurations

Experience in installing and troubleshooting regular and specialized application software

Experience in working with computer networks

Phone: (999) 888-7777 Fax: (999) 888-7777

Address Street, City, TX 12345

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MAJOR RESPONSIBILITIES AND DUTIES:

1. Setup and maintain computer systems and other campus technologies
2. Train other computer technicians as needed on advanced technical issues
3. Work as needed to implement major technology installations in the District
4. Assist in the troubleshooting and maintenance of campus networks
5. Install licensed software and keep current with technology advancements
6. Keep informed of and comply with state and district policies and regulations, as well as District procedures, concerning technology and its use
7. Keep proper records documenting daily work and inventory changes
8. Organize office and work areas
9. Any additional duties as assigned

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; handle multiple projects simultaneously

Physical Demands/Environmental Factors:

Frequent district-wide and statewide travel (must have an automobile); occasional prolonged and irregular hours; standing; bending; and lifting heavy objects often required.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by (supervisor): _____ Date: _____

Reviewed by (employee): _____ Date: _____

Approved by (Human Resources): _____ Date: _____

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