

Job Title:	COMPUTER NETWORK TECHNICIAN	Reports to:	Director of Technology
FLSA status:	Non- Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	This position provides the technical expertise and support necessary to enable end-users to achieve an uninterrupted flow of functions related to the district's computer systems.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public, as is applicable to the position.
- Responds with tact and courtesy in public or telephones contact situations and provides information requiring a knowledge of state and county education laws, board policies, district procedures and general educational information pertaining to the school.
- Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public, as is applicable to the position.
- Responds with tact and courtesy in public contact situations and provides information requiring a knowledge of district policies and procedures.
- Sets up new computers, including loading and unloading of operating systems and application software. Repairs, upgrades and rebuilds computers and related hardware.
- Reports potential hardware or software problems to supervisor.
- Maintains an excellent knowledge of MS Windows, Macintosh OS 9 and greater, and various district approved PC & Mac Office Suite.
- Provides basic hardware and software technical support.
- Provides support for school and district web site.
- Maintains a good understanding on all the network protocols in use
- Develops and maintains effective working relationship with staff, users.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Thorough knowledge of information technology

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent, Associate's Degree preferred with coursework in Computer Science or related field
- Two years previous office clerical experience in the information technology field
- Strong analytical and troubleshooting skills in all areas of hardware and Windows Operating Systems.

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.