

## Oneida Special School District

### Job Description

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<b>Position Title:</b>	<b>Computer Technician</b>
<b>Reports To:</b>	<b>Technology Coordinator</b>
<b>Job Goal:</b>	<b>To maintain and upgrade the school systems' computers and networks.</b>
<b>Term of Employment:</b>	<b>Determined by the Director of Schools</b>

**Responsibilities: (Include but are not limited to)**

- Know and follow all school board policies.
- Assesses malfunctions of computer hardware and/or peripheral devices for the purpose of determining appropriate actions to maintain computer operations.
- Coordinates with other staff for the purpose of completing projects and works orders efficiently.
- Installs computer hardware, peripherals, and related application software for the purpose of maintaining safe and effective district and site operations including classrooms, library, offices and computer labs.
- Perform preventative maintenance on desktop computer related equipment.
- Transports a variety of items (e.g. equipment, supplies, etc. for the purpose of providing materials at each job site or to bring equipment in for repairs)
- Set up and configure wired and wireless access on all devices.
- Perform upgrades to computer hardware when required.
- Troubleshoot software problems.
- Configure and maintain all district owned mobile devices including but not limited to I-Pads, I-Pods and administrator mobile phones.
- Assist with network wiring projects and maintain network.
- Maintain district servers and virtual servers.
- Perform any and all other duties as assigned by the Technology Coordinator.
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

**Qualifications:**

- High school diploma or GED.
- A minimum of two years' experience in computer and network maintenance.
- Ability to repair both Macintosh and Windows based personal computers.
- Knowledge of and experience in installing and maintaining networks (both LANs and WANs).
- Knowledge of and experience in server setup and maintenance.
- Ability to interpret policies as related to job functions.
- Possess good oral and written communication skills.
- Ability to establish and maintain an effective working relationship with the public and other employees.



- Ability to perform any physical duties associated with this position (e.g., lifting up to 50 pounds on a regular basis, sitting for long periods of time, walking, seeing, standing for extended periods of time, etc.).