

Job Description
Computer Technician

Position Title: Computer Technician
Qualifications: Education and experience in the installation and maintenance of technology hardware and software.
Department: West Salem School District Office
Reports To: Director of Technology
Approved By: Board of Education Date: February 23, 2009

- I. Summary: To provide technical support and assistance to the district staff and students for software, hardware and network infrastructure for district technology.
- II. Essential Duties and Responsibilities:
Summary:
 - A. Install, maintain and trouble shoot district technology as directed
 - B. Courteously and effectively work with students, staff, administrators, vendors and the public at all times.
 - C. Perform all such other duties assigned by the Director of Technology in association with the building principal.
 - D. Be knowledgeable and follow all district policies.
 - E. Be up to date on the current technology in the district.
- III. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

 - A. Education and/or Experience
Required: An associate degree in a computer related field. Experience with troubleshooting software, hardware and network connectivity problems.
 - B. Certificates, Licenses, Registrations:
Maintain entry level certification in district computer operating system, First Aid, CPR and AED certification and hold a current driver's license.
 - C. Language Skills:
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to take meeting notes, write drafts of meeting minutes, edit reports, and complete business correspondence. Ability to effectively respond to requests and questions from staff members and the general public. Ability to make oral presentations to groups of staff, students, parents and/or community members.
 - D. Mathematical Skills:
Ability to read charts, graphs and compute sums.
 - E. Reasoning Ability:
 1. Ability to define and prioritize problems, collect data, establish facts and draw valid conclusions.
 2. Ability to interpret an extensive variety of technical instruction to deal with several abstract and concrete variables.
 3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members.

- F. Technology Skills:
1. Demonstrate the ability to keep data secure and to use appropriate technology to process, store, and retrieve data required for the position.
 2. Demonstrate appropriate software skill levels for word processing, spreadsheet development, and construct and present visual presentations, and telecommunications skills.
- G. Physical Demands:
1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- H. Work Environment:
1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.