

JOB DESCRIPTION

TITLE: COMPUTER TECHNICIAN

PRIMARY FUNCTION:

To maintain and repair the hardware, software and related computer systems for the school district as directed.

DESIRED QUALIFICATIONS:

1. High school diploma or equivalent, associates degree in computer engineering technology or computer information sciences desirable.
2. Experience in computer hardware and software.
3. Experience with latest Microsoft Desktop and Server Operating Systems
4. A+ certification, Microsoft Certified Professional (MCP) or Microsoft Certified Systems Engineer (MCSE) certification desirable.
5. Willingness to pursue certification, if needed.
6. Possession of a valid driver's license.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Chief Technology Officer

PERFORMANCE RESPONSIBILITIES:

1. Provide centralized, and/or school-based support for information networks (including a school division "help desk" or "help line").
2. Provide network selection, configuration, installation, operation, repair, maintenance, software installation, troubleshooting, and security management.

3. Create and upgrade servers, computers, and networks.

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Computer Technician

4. Maintain multi-media devices, which include but are not limited to computers, monitors, and projectors.
5. Troubleshoot hardware and software issues related to various computer systems, operating systems and application software.
6. Maintain and repair cabling systems including coaxial cabling, category 5 cabling or fiber optic cabling.
7. Maintain job skills through training, extracurricular activities and involvement in professional organizations.
8. Be proficient in the operation and use of basic test equipment and software.
9. Understand data management strategies, media characteristics, backup systems, uninterruptable power supplies, and peripherals.
10. Possess a working knowledge of basic database systems.
11. Maintenance and repair of division's security, surveillance and access control systems and related software.
12. Other duties as assigned by the Superintendent or Chief Technology Officer.

TERMS OF EMPLOYMENT:

As per statement of employment for non

EVALUATION:

Performance will be evaluated in accordance with school board policy and regulations on evaluation of personnel.

Adopted: by the Bristol Virginia School Board on October 3, 2005.

Revised: by the Superintendent of Schools on November 30, 2020.