

JOB DESCRIPTION

Wood Dale School District 7

TITLE: Computer Technician

QUALIFICATIONS:

1. Degree in Information Technology or related experience.
2. Experience with network operating systems.
3. A+ certification preferred
4. Willingness to acquire new or broader knowledge in the areas of curriculum, instruction and technology and take on new work assignments.
5. High visibility with staff. Must have good interpersonal relations, communication, problem-solving, leadership and organizational skills.
6. Prior experience in a school setting is preferred.
7. Knowledge of Google Admin Console.
8. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Instructional Technology Coordinator

JOB GOALS: To provide hardware, software, and network support in the use of instructional technology throughout the district. This position will include some flexible hours.

PERFORMANCE RESPONSIBILITIES:

1. Provides support for all district technology including staff laptops, student Chromebooks, and software.
2. Maintains the network servers and network infrastructure and diagnoses and resolves network related issues.
3. Assist with the maintenance of the network and firewall security systems, including filtering and monitoring.
4. Monitor and analyze technology trends and how they relate to the needs of the district.
5. Performs hardware diagnostics and repair for staff laptops and student Chromebooks.
6. Document issue resolutions completely and accurately in the district helpdesk database.
7. Assist teaching staff with hardware and software used for instructional purposes.
8. Proficient in using various computers, computer programs, and operating system software.
9. Communicates regularly with the Instructional Technology Coordinator to share ideas, trade expertise and plan the implementation of services.
10. Communicates and works effectively and cooperatively with members of the school district and community.

11. Maintains district technology inventory.
12. Keeps office space organized and attractive.
13. Performs assigned job duties in a prompt and professional manner.
14. Demonstrates initiative.
15. Dresses in a neat, clean and appropriate manner.
16. Picks up, repairs and delivers equipment when requested.
17. Works in collaboration with the network management staff in resolving networking/AV wiring, and computer problems.
18. Oversee and maintain district interactive displays.
19. Maintains professional relationships and works cooperatively with employees, the community and other professionals.
20. Demonstrates the ability to meet deadlines, work on multiple projects and coordinate the work of others.
21. Observes and follows all school district policies at all times.
22. Performs all other duties as may be assigned by the Administration.

TERMS OF EMPLOYMENT: Full time. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually accordance with provisions of the Board's policy on Evaluation of Certified Personnel.