

Policy GFAEC: Job Description: Computer Technician II

Status: DRAFT

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Job Description: Computer Technician II

QUALIFICATIONS:

1. High School Diploma with training or experience in computers or equivalent training or experience.
2. Ability to effectively work and communicate with administrators, supervisors, and staff.
3. Experience in implementing data management systems, operating systems, software and peripherals.
4. Strong work ethic and dedication to assigned tasks.

DUTIES AND RESPONSIBILITIES:

The computer technician II will assist the computer technician I in the following duties:

Hardware Repair

1. Troubleshooting computer problems to determine hardware problem.
2. Repair, performing remedial maintenance on computer equipment and related peripherals.
3. Ordering parts as needed for computer maintenance and repairs.
4. Fabricating cables as needed.
5. Scheduling summer preventive maintenance and cleaning of computer equipment.

Installation

1. Installing new technology such as computers, phones, surveillance systems and cameras, cabling, peripherals, and software.
2. Installing peripheral equipment upgrades and/or features to exiting computers.
3. Installing new cabling for networks.

Software

1. Assist with some software installation and support as needed or as time permits.

MISCELLANEOUS:

1. Coordinate technology repairs between teachers, administration, and Technology Director.
2. Perform any other duties as directed or assigned.
3. Monitor and report on technology systems that are not operational for prompt repair or replacement.
4. Salary scale shall be GGBAA.

TERMS OF EMPLOYMENT:

Twelve (12) months

EVALUATION:

Job performance will be evaluated annually, by the Technology Director in accordance with provision of board policy.
