

Computer Technician I

C-318-A

QUALIFICATIONS: Applicants must have the following:

- High school diploma or equivalent/College degree is a plus.
- Repair training from an accredited university, technical school, community college or training facility.
- Certification or related training in computer maintenance from a Vocational Technical School or comparable training.
- Three (3) years of proven experience in computer repair and maintenance and/or A+ Certification.

REPORTS TO:

- Network Supervisor

PERFORMANCE RESPONSIBILITIES:

- Diagnoses and corrects malfunctions of computer equipment and software.
- Repairs computer equipment and related software and replaces parts when necessary.
- Maintains a database of purchase requisitions for items for repair.
- Uses established methods for checking warranty of equipment before repairs are done.
- Maintains inventory of parts and supplies needed for equipment repairs.
- Maintains an efficient and effective system of routine maintenance and preventive care of equipment.
- Provides in-service to instructional personnel on correct operation and simple maintenance of hardware.
- Performs other duties as assigned by appropriate authorities.

PROFESSIONAL RESPONSIBILITIES:

- Maintains good public relations between the community and the school system.
- Maintains a professional stance towards others.

- Does not engage in outside work that will interfere with job responsibilities.
- Adheres to IPSB policies and procedures.
- All employees are subject to drug/alcohol testing in accordance with IPSB Policy GAME.

EVALUATION:

- Performance in this position will be evaluated at least once annually in accordance with Board policy.

Reviewed and Agreed to: _____ **Date:** _____

Employee's Signature

Printed Name: _____

Director of Personnel/Designee: _____ **Date:** _____