

**NORTH KITSAP SCHOOL DISTRICT
JOB DESCRIPTION**

COMPUTER TECHNICIAN

Purpose of the job:

To support students and staff with all aspects of information technology

Essential Job Functions:

1. Troubleshoot, install, configure, repair, maintain and upgrade information technology devices, software and systems. Support access to online administrative software, such as Skyward, Citrix, and Educator Access Plus.
2. Collaborate with District Technicians on:
 - maintaining and upgrading the buildings wired and wireless network infrastructure.
 - Assessing needs for and planning deployment of new technologies.
3. Assure that computer labs are ready for teacher use.
4. Assist staff in learning information technology skills.
5. Attend meetings as scheduled by the Director of Technology.
6. Attend related district in-service training sessions.
7. Assist district staff with the deployment of devices, software and systems.
8. Be willing to serve on Building or District Technology Committees.
9. Communicate with Building Principal or Designee on a regular basis to prioritize work requests. Be available at the discretion of the Director of Technology to work at additional locations in the district.
13. Other related duties as assigned.

Qualifications:

Education & Experience:

1. High school diploma or equivalent
2. Previous experience working with information technology devices and systems.
3. Knowledge of computer software to be used, including word processing skills.
4. Ability to communicate instructional skills.
5. Ability to work within assigned guidelines with minimal supervision.
6. Ability to be flexible to meet needs of overall school operations.
7. Ability to identify and troubleshoot hardware, software and network problems.

Knowledge Skills & Abilities:

8. Organizational skills.
9. Ability to maintain confidentiality.
10. Ability work effectively under pressure and stress.
11. Ability to move or carry objects weighing over 50 pounds.
12. Ability to crouch, crawl, bend, or kneel to service computers and network equipment.

Licenses, Certificates & Special Requirements:

1. A+ Certification preferred
2. Valid Washington State Driver's License and good driving record.

Reporting Relationship:

Reports directly to the building principal and Director of Technology.

Conditions of work :

Union Affiliation/Classification

PSE/Para

FLSA Status

non-exempt

Wage Range

PSE Wage Schedule

Job History :

Created : 8/07 ;

Revised : 11/12 ; 5/14

This job description is not an employment agreement or contract. District administration has the exclusive right to alter this job description at any time giving consideration to bargaining comment. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements.