

**WINTHROP PUBLIC SCHOOLS
POSITION DESCRIPTION**

POSITION TITLE: Computer/Network Technician
DEPARTMENT: Technology
REPORTS TO: Under general supervision of the building administrator,
with specific supervision by the Superintendent

PREPARED BY: Superintendent Gary Rosenthal
BOARD APPROVAL:

I. SUMMARY:

With the increase in hardware and software, it is increasingly important for staff and students to have a computer network that is dependable and reliable.

II. PERFORMANCE RESPONSIBILITIES:

1. MacBook/iBook troubleshooting and responsibility for MLTI return program;
2. Setup new equipment, add new users and maintain current user list
3. Maintain Mac XServe
4. Maintain software inventory and licensure;
5. Maintain Hardware Inventory;
6. Perform server backups;
7. Maintain current mail server for all district schools and clients;
8. Familiarity with network security and safety issues;
9. Maintain firewall, routers, switches, internet filtering and domain names;
10. Setup of new equipment and install new software;
11. Problem solving through the Help Desk;
12. Printer issues;
13. Communicate with students and staff as needed;
14. Ability to work with student trainees;
15. Provides individual student and teacher assistance as appropriate;
16. Maintains confidentiality regarding records, conversations, test results, and classroom work;
17. Attends staff meetings and serves on technology committees as necessary;
18. Performs other overall functions and duties as assigned by the building principal;
19. Work as a team member on developing the triennial district technology plan;
20. Other duties as deemed necessary

III. QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily for a minimum of 7 hours per day. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

EDUCATION AND/OR EXPERIENCE:

The ideal candidate should work well with others, be skilled in team management, have experience in Windows and Mac networking, Windows and Apple based computer systems,

internet protocols, Ethernet and wireless networking, and have good time management skills.

MATHEMATICAL SKILL: Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to perform basic arithmetical calculation.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed, but involved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to use hands and or fingers in order to operate equipment, reach, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read, understand and agree to the performance responsibilities as listed above in sections I and II and certify that I am able to meet all additional job requirements as outlined in section III.

Employee

Date