

# NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

## Technology – District Computer Technician

### **Purpose of the Job**

To support the installation, maintenance, repair, and upgrade of school and district-wide computer systems and electronics hardware, and to support students and staff in all aspects of information technology.

### **Essential Job Functions**

- 1) Install, configure, troubleshoot, repair, and maintain all information technology devices, software, and systems throughout the district.
- 2) Provide advanced, second-tier technical support for schools, district programs, and building technicians as needed.
- 3) Collaborate with the members of the Technology Department on:
  - a. Maintaining and upgrading network infrastructure, both wired and wireless, throughout the district.
  - b. Assessing the needs for, and planning the deployment of, new technologies
  - c. Maintaining an accurate and up-to-date inventory asset management system
  - d. Providing coverage for the district phone support line
- 4) Administer and maintain management consoles for core district systems; including work order, telephone, UPS, mobile devices, curriculum databases, library management, and others as needed.
- 5) Serve as district Technology purchaser. Coordinate with vendors to research products, obtain quotes, place orders, and return items.
- 6) Attend meetings as scheduled by the Technology Director or Supervisor
- 7) Attend related district training sessions
- 8) Be willing to serve on Building or District Technology committees.
- 9) Other related duties as assigned.

### **Qualifications:**

#### **Education & Experience:**

1. High school diploma or equivalent required.

#### **Preferred Experience:**

2. Post high school course work in the field of Information Technology.
3. Experience working in an academic/educational environment.
4. Experience working in an enterprise-level network environment, utilizing Microsoft Active Directory and Cisco networking.
5. Industry-standard IT certification such as CompTIA A+, Microsoft MCSA, or Cisco CCNA.

#### **Knowledge Skills & Abilities:**

1. Competency in multiple computer operating systems such as Microsoft Windows, and Apple Mac OSX and iOS.
2. Demonstrated skills in management and usage of business applications such as Microsoft Office365 and Adobe Creative Cloud.
3. Knowledge of educational and assessment software in a K-12 public school environment.
4. Management of computer peripherals such as network printers/copiers, UPS systems, video projectors, document cameras, videoconference systems, and smart boards.
5. Ability to effectively troubleshoot issues with computer hardware, networking, and peripherals.
6. Intermediate-level knowledge of TCP/IP and Cisco networking principles; and the ability to troubleshoot network issues as they occur.

7. Ability to independently complete work assignments efficiently, and without direct supervision.
8. Ability to establish and maintain effective working relations with all district personnel.
9. Interest in instructional technology and related support services.
10. Ability to clearly convey technical information to non-technical clients.
11. Ability to work effectively as a member of a team.
12. Ability to safely lift and carry computer components weighing up to 50 pounds.

**Licenses, Certificates & Special Requirements:**

1. Valid Washington State driver's license required.

**Reporting Relationship:**

Reports to the Technology Department Supervisor

**Conditions of work:**

**Union Affiliation:**

SEIU

**FLSA Status:**

non-exempt

**Wage Range:**

SEIU

**Job History:**

Created: 7/17/2001; Revised: 6/30/05, 10/11/10, 8/1/18

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice*