

Sparta Area School District

Article 235- Specifications for the District Computer Technician

QUALIFICATIONS:

1. High School Diploma or equivalent (Technical Degree or Certification preferable)
2. Have proven knowledge of functional, operation and capabilities of a variety of hardware, software and peripherals.
3. Ability to communicate effectively, both orally and in writing.
4. Telephone and organizational skills.
5. CPR/First Aid certified (preferred).
6. Additional training may be required depending on position provided by the district.

The District Computer Technician shall be contracted by the Board of Education on a twelve month basis and must possess a valid Wisconsin Drivers License.

The District Computer Technician is under the direct supervision of the Director of Technology.

The District Computer Technician shall:

1. Update and load software on hard drives, using imaging systems.
2. Perform preventative maintenance on hardware and software.
3. Assist in the development of written "How to" documents which reflect specific or integrated use of technology.
4. Set up newly acquired equipment and install Operating System image.
5. Maintain service, equipment and software records.
6. Supports and maintains user account information including rights, security and system groups.
7. Attends internal and external educational programs and professional meetings as available for continuing professional education.
8. Act as a resource to instructional staff in the use of technology hardware, software and peripherals.
9. Diagnose, upgrade or repair computer hardware and/or peripherals.
10. Respond to work requests submitted through the district's online Sparta Tech Request System.

11. Demonstrate courteous and professional treatment of all students, parents and employees of the Sparta Area School District.
12. Perform such other duties as assigned by the Director of Technology.

Legal Reference:

Cross Reference:

Approved: November 27, 2007

Revised August 22, 2017