



Vacancy Notice

JOB DESCRIPTION

JOB TITLE: COMPUTER TECHNICIAN

REPORTS TO: Director of Technical Services

JOB GOAL: Maintain technology equipment providing both hardware and software technical assistance as needed

TERMS OF EMPLOYMENT:

Start Date: Until filled
Length of Work Year: 230 days
Salary: In accordance with the annual salary schedule approved by the Board of Trustees

QUALIFICATIONS:

Education/Certification:

High School diploma or GED; associates degree in Digital Electronics or Computer Science preferred
A + Certification or current industry standard
Completion of a manufacturer's training program in computer repair preferred

Special Knowledge/Skills:

Knowledge of installation and repair of basic computer-related equipment
Excellent communication and interpersonal skills
Excellent software and hardware troubleshooting skills
Ability to maintain records, follows written and oral instructions, communicate and work with the public

Experience:

Experience in working with computer systems using current operating systems and productivity software such as Office suite, anti-virus etc.
Experience in setting up and maintaining computer networks
Experience in hardware configuration and troubleshooting computer problems

MAJOR PERFORMANCE RESPONSIBILITIES AND DUTIES:

1. Maintain and repair computers, printers, and other related hardware equipment
2. Assist on a help desk for employees to call for computer-related questions
3. Troubleshoot all computer network problems and independent system problems, including administration and campuses

4. Address all request for technical support; Determine the extent of the problem and recommend solution to the user; Provide information on vendors who can provide the service needed
5. Maintain a familiarity with the software used in the district; Troubleshoot software problems; Install new software on systems as requested
6. Provide physical labor for extensive setup including unboxing, wiring, cabling, and hardware setup
7. Provide implementation of network design, inclusive of installation and synchronizing of multiple protocols
8. Assist teachers in designing efficient lab areas for maximum utilization of system capabilities; Assist principals and directors in designing efficient network models for buildings and departments
9. Troubleshoot hardware and software compatibility issues
10. Collaborates with other departments to ensure successful project implementation.
11. Communicates on a regular basis with supervisor about current projects.
12. Demonstrates positive customer service relationships.
13. Perform other duties as directed by the Director of Technical Services

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress
Ability to work under stress and to respond rapidly and decisively to resolve various technology related problems
Frequent in-district and occasional out-of-district travel
Occasional prolonged and irregular hours
Ability to climb ladders and lift up to 50 lbs

APPLICATION PROCEDURES AND DEADLINE:

Complete Paraprofessional on-line application on the web--Type "**COMPUTER TECHNICIAN**" in box labeled "**Specify other position**". Letters of interest and updated resumes should be attached. No faxes or emails, please. Current employees should complete the request for transfer within the District and attach a letter of interest and resume. All applications and attachments will be reviewed and those selected for interview will be contacted. If you need assistance, you may contact:

Personnel Department

Irving Independent School District

PO Box 152637

2621 W. Airport Freeway

Irving, TX 75015-2637

(972) 215-5225 or Toll-free 1(888) 447-3562

Date Posted: September 9, 2009