



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Computer Technician

Board Approved: <date> 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. High School Diploma
2. Physical fitness to carry out the responsibilities of the job, including: strength to lift and carry objects weight up to 40-50 pounds and mobility
3. Skilled in the areas computer hardware, software, and peripherals
4. Skilled in installing, configuring, and troubleshooting hardware and software problems
5. Ability to understand and carry out directions independently
6. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

N/A

REPORTS TO

Director of Technology

JOB GOAL

To install, maintain, troubleshoot and upgrade computer hardware, software, personal computer networks, peripheral equipment, and virus protection; assess user training needs and trains users in effective use of applications; make recommendations regarding hardware and software acquisitions; prepare documentation; and perform related work as required

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Install, configure and upgrade operating systems and software, using standard business and administrative packages
2. Install, assemble, and configure computers, monitors, and peripherals such as printers, scanners and related hardware
3. Pull cables and rewire or direct the rewiring of cables as required for new installations and office reconfiguration
4. Troubleshoot problems with computer systems, including troubleshooting hardware and software, district e-mail, network connectivity, and peripheral equipment problems; make repairs and corrections where required
5. Act as a technical resource in assisting users to resolve problems with equipment
6. Implement solutions or notify out source providers as required
7. Make hardware and software acquisition recommendations, including helping users assess needs, and provide justification for equipment and services
8. Assist with the planning, design, research and acquisition of new or upgraded hardware and software systems
9. Maintain current knowledge of hardware, software and other relevant technologies and recommend modifications as necessary
10. Perform other duties as assigned

TERMS OF EMPLOYMENT

235 days annually with salary in accordance with the technology salary schedule as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions state law and Board Policy.