

JOB DESCRIPTION

POSITION TITLE: COMPUTER LAB TECHNICIAN (Class Code 7526)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law including or supplemented by college-level course work in computer-related technologies and three years experience in the operation and maintenance of microcomputers and peripheral equipment.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Organize and operate a microcomputer laboratory for training and practical use; schedule lab use and assist faculty and staff with equipment operation and applications software; provide lab support and informal and formal training to lab users and other school microcomputer users; adjust and maintain microcomputer equipment.

PERFORMANCE RESPONSIBILITIES:

- Organize and operate a microcomputer laboratory for training and practical use; schedule lab use and assist faculty and staff with equipment operation and applications software.
- Maintain in-service records and other data bases required for computer projects.
- Provide lab support and informal and formal training to lab users and other school microcomputer users; assist with the creation and production of training materials.
- Adjust and maintain microcomputer equipment; identify equipment malfunction to assure proper maintenance and repair; troubleshoot for hardware and software problems.
- Provide user support in the lab and on the telephone to computer system users at District school sites.
- Maintain bid specifications for microcomputer hardware, peripherals and related software applications; coordinate the purchase and repair of computers and peripherals; assist District staff with evaluation of software.
- Maintain a hardware inventory and maintenance records for lab equipment; maintain laboratory usage statistics.
- Format, maintain and restore hard disk drives.
- Provide for lab security.
- Maintain a clean and orderly laboratory environment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Microcomputer operations and related information processing.
- Use of computer utility software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Various word processing spreadsheet and data base applications.
- Operating procedures and practices appropriate to an instructional computer laboratory.
- Modern office practices, procedures and equipment.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

ABILITY TO:

- Organize and operate a microcomputer laboratory for training and practical use.
- Schedule lab use and assist faculty and staff with equipment operation and applications software.

- Provide lab support and informal and formal training to lab users and other school microcomputer users.
- Operate, adjust and maintain computers and peripheral equipment.
- Assist staff and faculty in the use of information processing equipment and familiarize users with applications software and utility programs.
- Organize and oversee computer laboratory operations.
- Maintain current knowledge of technological advances in the field.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Maintain records and prepare reports.
- Maintain current knowledge of technological advances in the field.
- Communicate data processing procedures and requirements to users.
- Provide technical assistance to District computer systems users.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Adair County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of duties performed for this position.
The Adair County school district does not discriminate on the basis of political or religious opinions or affiliations, marital status, ethnic original, race, color, sex, age, or disabling condition.*

FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date