

MADISON LOCAL SCHOOL DISTRICT

JOB DESCRIPTION

Title:	Computer Technician
Reports To:	Technology Coordinator
Status:	FLSA Classified; Section 3319.081 – ORC
General Description:	<ol style="list-style-type: none"> 1. Maintain staff and student data base on the local area network. 2. Install new hardware and software and resolve network problems. 3. Train staff in the use of technology resources.
Qualifications:	<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Microsoft Certified Professional (MCP). 3. NT credential or significant experience with NT network, Windows 2000 or current platform. 4. Successful experience in planning, implementing, maintaining, and supporting information systems and local/wide-area networks in a wide range of computing environments. 5. Knowledge of Ohio School Law. 6. Proficient in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate the same. 7. Good attendance record. 8. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access all areas of District facilities, including transportation, operations and maintenance, appropriate classroom, library/media, performance, and office areas. 2. Effective communication and interpersonal skills. 3. Able to present information to individuals, small groups, and large groups in a clear and understandable manner. 4. Able to work successfully with teachers and administrators. 5. Able to routinely lift and move heavy objects such as computer equipment and hardware, boxes of paper, books, and related materials weighing at least 50 pounds and occasionally lift/carry equipment and supplies weighing up to 75 pounds. 6. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 7. Able to interact well with other people, but also able to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. Support all aspects of the District’s technology system as assigned in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. Assist with the installation, operation, maintenance, and use of technology hardware and software for the District. 3. Provide user training, assistance, and support for the full range of educational and District operational technology applications and data reporting responsibilities. 4. Demonstrate creative and innovative thinking and inventiveness using a variety of technology/media tools and applications. 	

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5. Maintain documentation related to the District’s network and technology system.
6. Work in conjunction with Student Services to access appropriate data systems and to support assistive technology services for instructional programs and support for special needs students in accordance with Individualized Education Plans (IEPs) and/or other District-authorized accommodation plans.
7. Consult with District staff regarding technology applications, training, internet access and acceptable use, school programs, and related issues, as assigned.
8. Take necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
9. Administer all necessary data collection, record keeping, and reporting as required by the Ohio Department of Education, the United States Department of Education, and the District.
10. Requisition all material, supplies, and equipment as needed to carry out the program.
11. Assist with the planning and implementation of the District technology plan.
12. Implement state and federal technology initiatives, including e-rate programs and School Net, and assist with the Ohio Education Computer Network (OECN) and the District’s Information Technology Center (ITC) initiatives.
13. Maintain a high level of knowledge and proficiency with District hardware, software, and networking infrastructure, as well as new/emerging technologies and applications.
14. Respond to specific requests from the Coordinator/Superintendent on matters affecting the instructional program and operations of the District.

Other Professional Expectations:

1. Instill in students the belief in and practice of ethical principles and democratic values.
2. Keep up-to-date and knowledgeable of technology, educational issues, and District-related matters.
3. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee’s professional responsibilities.
4. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee’s work performance or the safety of others while on duty.

I have received and read this job description and fully understand the requirements set forth therein.

Employee’s Signature

Date

Supervisor’s Signature

Date

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The Madison Local School District is an equal opportunity employer.