

## BUCKEYE UNION SCHOOL DISTRICT

**POSITION:** Computer Technician

**DIRECTLY RESPONSIBLE TO:** Director of Special Education/Special Projects

**BASIC FUNCTION:**

The Computer Technician will be responsible for the upkeep, repairs and networking of the computers in the district.

**PERFORMANCE RESPONSIBILITIES:**

1. Set-up, maintain and repair computer hardware & peripheral devices.
2. Install and maintain software.
3. Maintain positive communication among all district staff members.
4. Assist in various aspects of computer technology, i.e. networking, Internet.
5. Assist the Director of Special Education/Special Projects in the planning and direction for computer technology for the district.
6. Perform other duties as assigned.

**QUALIFICATIONS:**

High level of knowledge in computer technology, multi-media, distance learning, Novell networks, current technology-related educational practices, and local, state and federal laws as they relate to areas of assignment.

Ability to perform the essential functions of the position; ability to organize and prioritize work, adjust to changing circumstances, act decisively and accept responsibility for decisions; possess meeting skills and time management; work well with people; and possess good oral and written communication skills.

Ability to perform light to medium physical effort, i.e. bending, standing, walking and periodic handling of light to medium weight parcels and supplies. Must submit to a pre-employment physical.

Must possess a valid California Driver's License and evidence of appropriate automobile insurance.

**EDUCATION REQUIREMENTS:**

High school graduate or the equivalent. General clerical and office practice training desirable.

SALARY: Range 26 Classified Salary Schedule

Approved: 8/21/96