

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

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| Job Title: | Other Media Staff | Job Code: 62084 |
| Job Classification: | Technicians | EEO Line: 50 |
| Job Class Category: | Educational Support Personnel | Job Description Supplement Code: 5 |
| Reports to: | Department Director | Salary Locator: Classified Schedule |

PCSD position that falls under this title is Computer Repair Technician Assistant

SUMMARY:

The Computer Repair Technician Assistant is responsible for installing, maintaining and troubleshooting desktop and notebook computers, tablets, printers and associated peripherals including AV equipment. The Computer Repair Technician Assistant will work with schools to meet educational technology goals of the Putnam County School District.

QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Proficiency in computer operations, audio-visual aids, materials and equipment required
- 3) Valid Florida Driver's License and acceptable driving record
- 4) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) Ability to relate to people in a positive manner
- (3) Ability to troubleshoot and repair general hardware issues
- (4) Ability to organize and prioritize tasks based on school needs
- (5) Effective oral and written communication skills
- (6) Knowledge of current computer hardware and software
- (7) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities.
- (4) Use effective, positive interpersonal communication skills
- (5) Install, maintain and troubleshoot district supported desktops, notebooks and other mobile devices
- (6) Install, maintain, and troubleshoot district supported printers, scanners, and other peripherals
- (7) Install and configure district supported software
- (8) Assist in troubleshooting classroom audio visual equipment
- (9) Assist in maintaining the departments collaborative information repository
- (10) Responsible for keeping up to date on current technology being used by the District
- (11) Provide technical training and support for faculty, staff, and students to meet the District's educational goals.
- (12) Perform all other non-instructional duties as requested by Department Director

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

February 2004

Amended: March 3, 2015, July 14, 2015, September 24, 2015