

## **GORHAM SCHOOL DEPARTMENT**

**TITLE:** Technology Support Technician

**QUALIFICATIONS:**

1. Associate degree in Computer Technology, or such alternatives as the School Committee may find appropriate and acceptable.
2. Successful experience and familiarity with various operating systems and hardware

**REPORTS TO:** Director of Technology & Information Systems

**JOB GOAL:** To repair and upgrade computers and to perform appropriate repairs to the various technology systems within the school department.

**REPSONSIBILITIES:**

1. Keep current on all appropriate operating systems and install appropriate updates and/or new operating systems in a timely manner.
2. Troubleshoot and repair computer problems.
3. Refer difficult computer problems to the Network Director.
4. Work with the various schools to assist in developing a budget for the school department for computer related needs.
5. Maintain an inventory of all computers and major hardware as they are purchased.
6. Update personal technological knowledge and skills as new equipment and software is brought into the system.
7. Any other duties, which might be requested by the Network Director.

**WORK YEAR:** Twelve-month year. Salary and benefits to be established by the School Committee.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012