

# Farmersville Unified School District

## JOB TITLE: COMPUTER/NETWORK TECHNICIAN

### JOB DESCRIPTION

#### **Definition:**

Under the general direction of the Network Manager, performs a variety of technical duties related to the installation, operation, repair and support of the district instructional and management technologies

#### **Examples of Essential Duties:**

##### *MAINTENANCE*

- Diagnose, troubleshoot and resolve stand-alone and network hardware, software and telecommunications problems
- Provide on-site support as necessary to maintain efficient operations throughout the District
- Develop and maintain a regular equipment cleaning and maintenance schedule for all technology inventory

##### *STAND ALONE COMPUTERS/NETWORK SYSTEMS*

- Install, configure and maintain stand alone computers and application software
- Install, configure and maintain local and wide area network equipment including file servers, workstations, hubs, routers, concentrators, switches, hard drives, printers, application and system hardware, CD-ROMs, tape drives and cabling at school sites and District Office
- Assist in the collection and analysis of local and wide area network performance data to ensure secure and efficient operation
- Work with telecommunications service providers in the installation and maintenance of data phone services and related communications devices
- Support installation of fiber optic backbone cable and other infrastructure in classrooms, libraries and laboratories

##### *TRAINING*

- Assist in the development and implementation of a comprehensive training program in the use of technology
- Coordinate software distribution and provide instruction regarding its use, maintenance and license agreements
- Provide training to staff and students to ensure proper use of hardware and software, including troubleshooting of minor system setup and repair problems

##### *OTHER*

- Assist in the development and revision of the District and site technology plans
- Assist in the development of the District's application to the Schools and Libraries Discount program and other grant programs.
- Assist in the development and review of bid specifications and other pertinent documents related to computer and network operations

#### **Qualifications:**

##### *Knowledge of:*

- Computer technology and software systems, application programs, data communication networks
- Methods, procedures, materials and techniques used in the installation and maintenance of computer and computer systems
- Training end users to effectively use existing and new technologies
- School district application programs such as Eagle/Aeries, cafeteria point of sale, terminal emulation programs highly desirable

**Ability To:**

- Operate standard office equipment, operate various computer applications software, test and troubleshoot hardware/software problems
- Use English in both written and verbal form. Knowledge of Spanish is desirable
- Maintain effective and professional relationships with administrators, staff, students, vendors and outside agencies
- Work independently with minimal supervision
- Stand and walk for prolonged periods of time
- Lift and carry objects weighing up to 50 pounds
- Sit, stand, walk, bend, stoop, kneel, perform grasping and handling motions and torso rotations on a continuous basis; adequate sight or corrected vision for the purpose of reading instructions and printed or written material; hear and speak to communicate to co-workers, students and the public; dexterity of the hands and fingers to operate computer equipment

**Education:**

High School diploma or equivalent. Preference will be given to those with college courses in computer science or related fields. AA Degree in computer science is highly desirable.

**Experience:**

At least two years of related experience in a school district, in business setting or the military.

**Other Requirements:**

- Valid California Driver's License
- Network Certification Desirable
- Criminal Justice Fingerprint Clearance