

## **Vail School District Job Description**

**Job Title: Computer Lab Technician**

**Department:** School

**Reports To:** Principal and/or Site Technology Coordinator

**FLSA Status:** Non-exempt

**Level:** 9

**Revised:** 6/22/06

**SUMMARY:** Maintain computer hardware and software in the school computer lab.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Install, maintain, troubleshoot, and repair computer system hardware, peripherals and software.

Train students and teachers in using hardware and software.

Assist teachers in integrating technology with curriculum.

Assist students and teachers with printing and word processing problems.

Research new computer programs which may enhance computer-aided instruction.

Make recommendations on new hardware/software.

Help teachers monitor students progress.

Order parts and supplies.

Set up and maintain the computer lab.

Maintain inventory of all computer equipment and software in the lab and the school.

Establish computer rules, procedures, and routines.

Assist teachers with computer lessons.

Arrange for repair of computers.

Prepare requisitions for computer hardware and software purchases.

Assist in the development of the computer lab schedule.

Assist at training sessions for teachers and other staff.

Assist with setting up and maintaining computers throughout the school.

Administer the Local Area Network (LAN) and connections to the Wide Area Network (WAN).

Assist with the CLIP program.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED)

One to three years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to students, parents, and employees of the organization. Ability to communicate effectively with students who have speech and language disabilities.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.