

Vail School District Job Description

Job Title: JTED/CTE Computer Lab Technician

Department: District CTE Department

Reports To: District CTE Coordinator and Chief Information Officer

FLSA Status: Non-exempt

Classification: Level 9

Revised: 09/10/2012

SUMMARY: Maintain JTED/CTE computer hardware and software for the District CTE Department.

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

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

Train JTED students and teachers in using hardware and software.

Assist JTED teachers in integrating technology with curriculum.

Assist JTED 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.

Order JTED parts and supplies.

Set up and maintain the JTED computer lab.

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

Arrange for repair of JTED computers.

Prepare requisitions for computer hardware and software purchases.

Assist at JTED/CTE training sessions for teachers and other staff.

Work with District Tech Director to administer the Local Area Network (LAN) and connections to the Wide Area Network (WAN).

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. Extremely Organized and Detailed.

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.