

8. Installs and tests new hardware, hardware upgrades and software as needed and/or directed.
9. Picks up, repairs and delivers equipment when requested.
10. Provide technical assistance on uses of microcomputers to staff, school, and sites.
11. Provide repair services for all computers, servers, monitors and peripheral equipment.
12. Maintain and update district hardware/software inventory record.
13. Maintain record of daily data communication transactions, problems and remedial action taken, and installation activities.
14. Update personal technological knowledge and skills.
15. Attend workshops and conferences deemed necessary by the Director of Educational Technology.
16. Performs other duties which may be within the scope of his/her employment as may be assigned.

TERMS OF EMPLOYMENT:

Work year and salary to be determined by the Board of Education.

EVALUATION:

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

BOARD APPROVED:

9/7/2010