



Section: **Roles and Responsibility**
Policy #: **1880**
Policy: **Role of Computer Technician**

Date Approved: November-20-2004
Revision Dates:

The following is the typical job description for this position in Nelson Diocese schools, however it may vary from school to school.

RESPONSIBLE TO: School Principal

GENERAL DESCRIPTION

The position of computer technician mostly covers the acquisition and maintenance of all computer equipment. The position is essentially concerned with all existing and incoming computer equipment and resources. It includes all technical aspects and management of computer services. It does not include unsupervised teaching and supervision of students but can provide for teacher support when their classes are using the computer lab.

TYPICAL DUTIES

The following are illustrative of duties at this level:

1. Together with administration create long term plans for computer use in the school
2. Assist students and staff in the use of computer equipment, materials, and the research process
3. Acquire and organize computer volunteers if needed
4. Assist with computer orientation to students and staff on the services and how to access them
5. Together with the computer teacher, acquire computer programs
6. Maintain all computer equipment
7. Provide support services to staff, students and parents
8. Manage computer equipment, including regular cleaning, troubleshooting and repair
9. Assist with computer displays
10. Assist teachers in resource selections for specific topics
11. Promote new materials
12. Participate in appropriate staff activities
13. Maintain liaisons with appropriate external groups
14. Keep the computer lab in a neat, orderly appearance
15. Other duties as assigned

GUIDELINES

Work is diversified and requires the knowledge and ability to make judgements in all areas of computers.

DECISION MAKING

Responsibility for managing a library requires extensive independent decision-making.

SKILL, KNOWLEDGE AND ABILITIES

The following are essential skills, knowledge and abilities a computer technician is required to possess:

1. Knowledge of computers, computer acquisition, and repair and maintenance
2. Knowledge of computer materials, vendors, jobbers and the ability to coordinate development within budget constraints
3. Knowledge of basic computer equipment and basic maintenance of hardware
4. Understanding of the educational process, the research process, an awareness of curriculum as they relate to computer services
5. Knowledge of programs that are appropriate for various grade levels
6. Decision-making, problem solving and interpersonal skills
7. Positive public relation skills
8. Ability to plan one's own work and establish goals and objectives within an established framework
9. Ability to handle a variety of tasks and the flexibility to move from one area to another easily
10. Ongoing, in-depth learning about computers and their programs
11. Ability to instruct students, staff and parents in the use of computer programs
12. Ability to troubleshoot when technical problems arise

CONTACTS

The computer technician will need to have frequent contacts with students, staff, parents, and vendors.

SUPERVISION GIVEN AND RECEIVED

The computer technician must be able to work independently. The Principal will provide support as needed and/or requested. The Principal will provide performance evaluations and suggestions for professional growth.

SUGGESTED QUALIFICATIONS

The computer technician should possess qualified computer and technical skills and have experience in schools if at all possible.