

Job Description

Computer/Network Technician (Level II)

**I. Title:** Computer/Network Technician (Level II)

**II. Qualifications**:

* 1. Bachelor’s Degree
  2. Experience with computer hardware, software, networks, and websites.
  3. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

**III. Primary Function**: Assists Director of Technology with all areas of district technology.

**IV. Reports to:** Director of Technology

**V. Major Duties and Responsibilities:**

1. Have working knowledge of Cisco routers and switches as well as their configuration in the USR network.
2. Maintain an up-to-date IP configuration chart of USR network.
3. Installation of network drops as the need arises.
4. Configure new network equipment as it is purchased.
5. Work in conjunction with the Director of Technology in maintaining and updating:
   1. File server
   2. Email server
   3. BOE server
   4. Webserver
   5. Child Study Team Server
   6. Apple XServe
   7. WebBlocker Server
   8. Firewall
   9. ISA Server
   10. Netboot Servers
   11. Print Servers and print queues
6. Maintenance of all hardware and software.
7. Responsible for maintaining backups of all servers. This includes managing the backup hardware as well as software.
8. Responsible for maintaining backups of router and switch configurations.
9. Responsible for maintaining backups of firewall configuration.
10. Develop OS images for use on Apple and PC platforms.
11. Troubleshoot and repair laptop and desktop issues as they arise.
12. Assist with technology staff development as needed.
13. Assist teachers with software/hardware issues.
14. Assist Director of Technology with installation of various pieces of hardware as the need arises.
15. Maintain inventory of computer hardware
16. Assist Director of Technology with daily monitoring of network performance
17. Assist maintenance department with computer applications and phone system

**VI. Terms of Employment:** As per contract.

**VII. Compensation and Benefits:** As per contract.

**VIII. Evaluation**: Annually by the Director of Technology