

Franklin County Community School Corporation

Job Title	Network/Computer Technician			
Position Type	<input checked="" type="checkbox"/> full time	<input type="checkbox"/> certified	<input type="checkbox"/> 180 days	<input checked="" type="checkbox"/> 220 days
	<input type="checkbox"/> part time	<input checked="" type="checkbox"/> non-certified	<input type="checkbox"/> 185 days	<input type="checkbox"/> 230 days
			<input type="checkbox"/> 190 days	<input type="checkbox"/> 12 months
			<input type="checkbox"/> 195 days	<input type="checkbox"/> as needed
			<input type="checkbox"/> 210 days	

Job Purpose: The Network/Computer Technician is responsible for assuring the technology infrastructure, programs, computers, and related peripherals operate efficiently and reliably.

Duties:

1. Coordinate instructional and administrative applications of computers and other technologies with the instructional and administrative goals of the school.
2. Coordinate the smooth and efficient operation of all computer applications including hardware, software, training, curriculum design and corporation-wide planning for the school system.
3. Supervise and maintain the Wide Area Network (WAN) and the Local Area Network (LAN) within each building.
4. Implementation of daily support for teachers, administrators, and support staff.
5. Assist in the selection and acquisition of all hardware to be used throughout the corporation.
6. Maintain inventory of technology assets and accurate inventory of technology hardware and software.
7. Monitor schedules and procedures for preventative maintenance, repair and replacement of computers and other technology.
8. Responsible for the troubleshooting, repair, upgrades and maintenance of all corporation computer equipment.
9. Assist in installing and setting up of new equipment.
10. Maintenance of file servers and routers.
11. Responsible for the Student Information System (SIS).
12. Monitor available system resources such as available disc space and network bandwidths.
13. Monitor access and security levels for all logon accounts throughout the school corporation.
14. Monitor the Franklin County Community School Corporation Wide Area (WAN) to provide for maximum performance and utilization.
15. Ensure that CIPA is consistently maintained through the corporation.
16. Operate and maintain the local area networks, monitor performance and perform system upgrades to hardware and software as necessary..
17. Maintain the documentation regarding network configuration, operating procedures, and service records relating to network hardware and software.
18. Maintain documentation of changes or additions to the technology infrastructure.
19. Assist in monitoring the maintenance of user network and email accounts, making adjustments to rights, security and system groups as necessary.
20. Assist in ensuring that servers are backed up adequately.
21. Coordinate staff development with the Director of Technology.
22. Create material and manuals for use in in-service trainings.
23. Provide support of the school management system for all office personnel.

24. Provide assistance to all office personnel with the preparation and filing of online State reports.
25. Remain technically competent by attending seminars and conferences when necessary and reviewing professional literature to enhance knowledge of trends and developments related to technology issues
26. Coordinate and supervise the development and maintenance of the corporation website.
27. Provide support for electronic scheduling at all schools.
28. Set up, maintenance, and support for the electronic grade book in each school.
29. Provide support to building administrators and guidance counselors with the set up and execution of required online testing (i.e. Core 40)
30. Provide support, in conjunction with the maintenance supervisor, for the phone system.
31. Assume any other responsibilities assigned by the Superintendent of Schools or Assistant Superintendent for Curriculum and Personnel.

Skills/Qualifications:

1. Hold an associate's degree from an accredited institution and two years experience with computers, used for instructional and/or administrative purposes, or equivalent job related experience
2. Working knowledge of both computer processing and computer applications.
3. Strong communication skills.

Evaluated by	Assistant Superintendent for Curriculum and Personnel
	The employee shall be evaluated annually.