

ROLE OF THE COMPUTER TECHNICIAN

Reporting to the Superintendent, the Computer Technician will assist in the coordination of the computer education program, installation of new equipment, repair and maintain existing computer equipment, peripherals and audio-visual equipment, and manage resources allocated to the repair and maintenance program.

1. Assist in the coordination of the computer education program in the school divisions and make recommendations for technological adjustments where appropriate.
 - a) coordinate the technical aspects of the implementation of the Computer Education plan for the Division;
 - b) provide computer technological advice and assistance to teachers, school administrators and school support staff;
 - c) provide literature/technical information on new products and trends related to computer hardware, software, peripherals and audio-visual equipment; and
 - d) work closely with the schools.

2. Be responsible for the installation of new equipment, the repair and maintenance of audio-visual equipment and maintenance of computers and related peripherals;
 - a) set-up, adjust and install new computer equipment and related peripherals;
 - b) conduct trouble-shooting and preventative maintenance work on computers and other equipment;
 - c) arrange for repair of equipment as required, including warranty repairs;
 - d) maintain and repair all computers, or other equipment as required;
 - e) maintain network labs;
 - f) coordinate, install and upgrade software;
 - g) develop routine and preventative maintenance schedules;
 - h) assist with the preparation of an annual repair and maintenance budget;
 - i) keep and maintain a record as required;

3. Other related duties:

- a) as a team member, collaborate with all staff to ensure the effective/efficient delivery of the computer education program in the Division;
- b) attend meetings and represent the Division as required;
- c) develop correspondence, complete reports, and implement special projects as required;
- d) keep current with technological advances in Computer Education; and
- e) perform other related duties.

Proposed: February 3, 1998

Revised: April 21, 1998