

August 29, 2017

**BUILDING COMPUTER TECHNICIANS – LEVEL 1
MAINE EAST, SOUTH, AND WEST HIGH SCHOOLS**

GENERAL DESCRIPTION

The Level 1 Building Computer Technician serves as the first line of basic support for all student and staff technology issues and provides support for all building level help desk issues.

REQUIRED SKILLS

1. Ability to work professionally in a fast-paced, dynamic, and collaborative team environment
2. Ability to improve and develop skills to keep pace with changing technology
3. Recommended one year of educational technology experience or related field
4. Ability to work with students helpers
5. Basic knowledge of technical equipment and current software
6. Can assist in the deployment of hardware and software
7. Basic computer and software troubleshooting skills
8. Ability to help computer users solve problems over the phone, email and in person
9. Ability to work in a school setting
10. Good interpersonal relations, communication, and organizational skills
11. Evidence of good judgment, trustworthiness, flexibility, and emotional maturity
12. Ability to work with minimal direction
13. Be able to lift 50 pounds

PRIMARY RESPONSIBILITIES

1. Assist in the daily operations of the help desk
2. Help to monitor and provide timely response to help desk issues, coordinating with other Technology Team members as needed to resolve them
3. Support the computer labs and work with the technology team to resolve issues
4. Assist staff with publishing content to the school website
5. Assist staff with district–provided Technology resources
6. Assist end users with accounts, technical equipment, and software
7. Assist in maintaining inventory and supplies for technical equipment and software
8. Setup computers, peripherals and install software as needed
9. Maintain security of equipment
10. Assist in the inventory of software and hardware
11. Continually update skills and knowledge
12. Uphold and abide by the Technology Acceptable Use Policy
13. Provide basic support for digital content management system
14. Participate in technology professional development opportunities
15. Perform other duties as assigned by the District Technology Leadership Team

SALARY & BENEFITS

- \$35 - \$45K/year, negotiable within range depending on experience
- Medical & dental insurance
- 17 paid holidays
- IMRF pension/employees vested after 10 years of employment
- 14 sick days
- 10 days paid vacation
- Paid term life insurance policy equal to annual base salary

HOURS 7:30 am to 4:00 pm

TO APPLY

- Submit an online application at: www.generalasp.com/D207/onlineapp/ on or before Friday, September 15, 2017.

As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant.