POSITION TITLE: **COMPUTER TECHNICIAN**

POSITION DESCRIPTION:

Ensuring that all computer and ICT equipment in the Division is operational and well maintained including:

POSITION RESPONSIBILITIES:

1.   Installing, repairing and maintaining all school and Division computers, ICT equipment computer networks and related equipment including peripheral devices and cabling;

2.   Ensuring all installed systems software and non-instructional software is properly licensed;

3.   Installing, testing and maintaining system software on all school and Division computers, and technology as well as all software on non-instructional computers and technology as required;

4.   Assisting in the development and procurement of all computer and technology systems and equipment;

5.   Reviewing equipment requirements and allocation of equipment to ensure effective use of resources as requested;

6.   Installing and maintaining Internet or other distance education connections;

7.   Providing and assisting with computer and technology training relative to equipment and systems operation;

8.   Keeping abreast of new developments in the field of Information and Communications Technology;

9.   Have all work orders directed to him i.e. by Technology Forum, Technical Request Form, or email.

10.   Reporting directly to the Superintendent.

11.   Performing other job related duties as requested by ICT leaders, school administrators and senior administration.