

Oelrichs School District 23-3
Computer Technician
Job Description

TITLE: Computer Technician

QUALIFICATIONS/REQUIREMENTS:

1. Knowledge and/or Degree in computer technology or Computer Science.
2. Experience in working with Infinite Campus and other school related software.
3. Possess strong leadership qualities in educational technology for the purpose of enhancing learning for District students.
4. Ability to provide and coordinate instructional technology professional development.

Responsible to: Technology Director or Principal

Job Goal:

1. Plan, organize, lead, direct, develop, and monitor all aspects of the Technology Services; provide direction to staff.
2. Coordinate integration of technology into the learning process.
3. Provide and oversee the planning and organization of professional development on computer hardware, software and information technology applied to the educational environment and other district activities.
4. Provide leadership and direction in developing and obtaining new technology for educational and office applications.
5. Direct and facilitate technology planning, assessment programs, equipment acquisition, applications development, and the establishment of standards for hardware and software.
6. Assist and create grant requests for technology funds and ensure compliance with the grant criteria.
7. Evaluate Technology Services and Management Information Systems.
8. Prepare and administer the Educational Technology and Information Services budget.
9. Coordinate on-going evaluation and recommend procedures to encourage response to instructional administrative needs for information and communications resources.
10. Review, monitor and facilitate negotiations with vendors and agencies to provide cost effective resources in terms of day-to-day demands and longer term goals and objectives.

Terms of Employment: Salary and work year will be established by the Oelrichs School Board.

Evaluation: Evaluation of this position will be carried out by the Principal or Technology Director.

Criminal Background Check: All employees in contact with children must submit to and pass the required criminal background check and drug test.