



Valparaiso Community School Corporation

POSITION AVAILABLE

Valparaiso Community Schools

Valparaiso IN 46385

TITLE: Technology Support Technician

PRIMARY RESPONSIBILITIES: Troubleshoot problems, repair, and maintain the school corporation's technology including computers, printers, software, and other related peripherals.

QUALIFICATIONS:

1. Two-year vocational/college degree in computer science or related equivalent.
2. Experience working with network/hardware/software systems typical of the installations used at Valparaiso Community Schools.
3. Training and experience in computer (PC) repair and maintenance, basic network functions, maintenance, and management.
4. Comp TIA A+ computer certifications and other certifications are desired.
5. Excellent communication skills.
6. Must have own reliable transportation, valid license and valid insurance

REPORTS TO: Assistant Superintendent Technology and Assessment

PERFORMANCE RESPONSIBILITIES:

1. Troubleshoot, maintain, and repair computer hardware and software systems in a timely fashion.
2. Install new computer hardware and software.
3. Assist VCS network technicians to troubleshoot, maintain, and repair basic network hardware and related software.
4. During the summer, prepare hardware and software for the next school year.
5. Build computer images and reimage computers.
6. Provide technology support for summer school classes at Valparaiso High School.
7. Perform preventive maintenance to keep technology in working order.
8. Provide technical support for administrative and office staff at Valparaiso High School.
9. Maintain computer hardware and software inventory.
10. Ability to make persons comfortable with computers as tools for educational use.
11. Must be able to lift, move, and carry computer equipment of up to 35 pounds.
12. Support users so they can efficiently use computers, printers, telephones, and related equipment.
13. Contact vendors to repair equipment under warranty (return, or replace as directed by vendor).
14. Assist with the standardization of educational technology systems to efficiently facilitate the installation, maintenance, and repair of such systems.
15. Assist in the documentation of computers, software, and related equipment.
16. Serve as a resource person for technical information, services, and providers.
17. Cooperate with the Assistant Superintendent Technology and Assessment on the design, configuration, and installation of technology systems.
18. Assist in the recycling, upgrade, re-use or discontinuation of existing technology.
19. Remain current with technology; take advantage of training when offered.
20. Assist in technology staff development as needed.
21. Maintain a record of repairs using VCS help desk/work order software.
22. Assumes other related responsibilities as assigned by the Assistant Superintendent Technology and

Assessment.

TERMS OF EMPLOYMENT:

1. 40 hour week
2. 12 month employment
3. \$12.00 Hourly wage
4. May require overtime
5. Flexible schedule to cover emergencies and major installations required after hours

Please apply on-line through our website www.valpo.k12.in.us, click on Human Resources, then Employment Opportunities, then click on Applitrack link and follow the directions.