NETWORK AND COMPUTER TECHNICIAN
(Confidential)

DEFINITION
Under the direction of the Superintendent, the Network and Computer Technician will perform duties relating to the maintenance and support of all Network and Computer needs for the Kernville Union School District. Provide support to district staff and students by performing a variety of duties related to installation and maintenance of network software, implementing, planning, evaluating, and developing a short and long term network system. Leads the development of technology related grant applications, submits state and federal reports

Performance Responsibilities:
Network and computer technician shall perform automated data backups, archiving, and restoration; operations of network systems, installation of workstations, printers, scanners, and other peripheral devices; installation of network client software and diagnostic and resolution of hardware, software, and operator problems. Software support will include installation of standard software packages (e.g. Microsoft office, Aeries, Accelerated and Star Reader, automatic shut- down software, email client, Etc.) for windows platform. Network installation will include Novell 6.5 and Windows server. Communications software such as FTP clients, client/server applications, and terminal emulation for HP 3000 applications will also be included in software installations. Current District specific software includes operations and maintenance of all district wide programs and servers. Provide support for Aeries users, Aeries browser interface, parent portal and smart technology products. Update and maintain the district website. Maintenance and operation of district-wide web filtering appliance. Order and Install parts for computer hardware and related devices. Other general technology duties will be performed as assigned.

- Install and maintain computer networking equipment, Local Area Network (LAN), Wide Area Network (WAN), and Wireless Local Area Network (WLAN).
- Install and maintain desktop, tablet computers, projectors, smart boards, and network printers.
- Supports the deployment, maintenance and collection of technology devices.
- Diagnostic maintenance of network and computer systems.
- Install, maintain, upgrade and back up all network servers.
- Install, maintain and upgrade all network equipment such as switches and routers, i.e. computers, bell system, and PBX system.
- Server software support for Student Information System (SIS), Library system, file server, and other district programs related to hardware and software.
- Setup and support for all email accounts within Kernville Union School District.
- Setup and support all district software. Microsoft Windows, Microsoft Office and any other software the district adopts.
- Install Network side of security cameras. (cabling to network)
- Setup and maintain NVR for security cameras.
- Maintain Phone System in Network.
- Maintain Bell System in Network.
- Apply and complete all Schools and Libraries E-Rate program.
- Order all technology parts and supplies.
- Support and train users on local applications.
- Supervises the User Support Technician.
- Prepares and Monitors the technology budget that supports the LCAP and LCFF.
- Develop and implement needs assessments, evaluations, and long-term plans related to technology initiatives, equipment and software, professional development pathways, and industry-standard facilities.
- Establish and maintain strong and effective working relationships with instructional Leaders, vendors, and service providers to increase efficiency and the overall effectiveness of KUSD systems.
- Maintain knowledge and understanding of current laws, rules, and regulations regarding CIPA guidelines.
- Facilitates the instructional core by training educators to use electronic equipment in the classroom.
- Daily monitoring of district network and cameras.

Ability to:
1. Install computer hardware, peripherals, and/or software in a Windows, Novell, and Lynx environments.
2. Use appropriate tools and electronic equipment.
3. Establish and maintain cooperative and effective working relationships with adults and children.
4. Understand and follow oral and written directions.
5. Incorporated within one or more of the following previously mentioned essential functions of this job description are the following essential requirements:

1.	Seldom	=Less than 25 percent	3. Often	=51-75 percent
2.	Occasional	=25-50 percent	4. Very Frequent	=76 percent and above

 3   a. Ability to sit for extended periods of time.
 4   b. Ability to stand for extended periods of time and ascend and descend steps.
 4   c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing technology users.
 4   d. Ability to hear and understand speech at normal levels.
 4   e. Ability to communicate so others will be able to clearly understand a normal conversation.
 3   f. Ability to bend and twist, kneel and stoop.
 1   g. Ability to lift 50 lbs.
 1   h. Ability to carry 50 lbs.
 3   i. Ability to reach all directions.

EXPERIENCE
A minimum of three years of experience working with microcomputer hardware and software, PBX system and Bell system.

EDUCATION
A high school diploma and equivalent to two years of college. Network Engineering Certificate N+ and Computer Technician Certificate A+. Supplemental or additional courses in information technology or computer science is desirable.

OTHER RELATED FUNCTIONS OF THIS POSITION

Assumes other duties and responsibilities as assigned by district superintendent.

Employee: _____   Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Adopted: May 10, 2011
Revised: October 11, 2016