



Moniteau School District

Administrative Offices
1810 West Sunbury Road
West Sunbury, PA 16061
(724) 637-2117
Fax (724) 637-3862

Position Vacancy

DATE POSTED: May 23, 2023

POSITION(S): Computer Technician I *020*

DEADLINE FOR FILING: May 31, 2023

APPLY IN WRITING TO: Susan Patton,
Secretary to the Superintendent
1810 West Sunbury Road
West Sunbury, PA 16061
(724) 637-2117 ext: 2001

Moniteau School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, contact Title IX Coordinator, Section 504 Coordinator, Mrs. Aubrie Schnelle, Superintendent, at 1810 West Sunbury Road, West Sunbury, PA 16061; telephone (724) 637-2117. For information regarding services, activities, and facilities that are accessible to and useable by handicapped persons, contact the Superintendent as above.

JOB DESCRIPTION

Title: **Computer Technician I**

Responsible to: **Director of Technology, Building Principals, Superintendent**

Qualifications:

- High School diploma or higher
- Certifications & experience in the field are an asset
- Analytical thinking skills, organization, and attention to detail are a must
- Familiarity & understanding of:
 - Computer hardware & software
 - Wired & wireless network connectivity
 - Basic Active Directory user management
- Ability to learn new systems specific to the environment
- Ability to explain technical problems in layman's terms
- Strong written & verbal communication skills & collaborative attitude
- Time management skills & ability to work productively with minimal supervision

Responsibilities:

- Provide technology assistance to students & staff
- Respond to help desk tickets and assist in troubleshooting any problems that arise
- Attempt to replicate reported technical problems and find solutions
- Communicate any problems and work in collaboration with colleagues
- Maintain technology related documentation for colleagues to reference
- Set up and configure computers and peripheral equipment such as printers, projectors, document cameras, etc.
- Maintain technology asset inventory, tracking user assignment and location
- Maintain user accounts and policies in Active Directory & Google Workspace
- Assist with management of third party systems supported by the district
- Perform routine preventative maintenance to avoid system outages and failures
- Assist Director of Technology with training colleagues on how to effectively use computer systems and components
- Complete any assignments or projects assigned by the Director of Technology