

SCHOOL DISTRICT #8 (KOOTENAY LAKE)

Job Description

Status: Approved

Date: October 2012

Revised:

Job Title

Information Technology Technician

Job Summary:

Reporting to the Technology Coordinator or designate, the Information Technology Technician shall be responsible for the repair, installation and maintenance of the technology and information services in School District No. 8 (Kootenay Lake).

Job Requirements:

1. Possess a valid B.C. Class 5 Driver's License.
2. Completion of a two (2) year post-secondary technical diploma or certification in a recognized computer/electronics program or equivalent combination of training and experience working in the information technology field.
3. Significant experience in diverse technology operations such as:
 - servers, including current server operating systems
 - network design and components
 - a variety of technology devices, including operating systems (e.g. tablets, netbooks, workstations, smartphones, among others)
 - a variety of electronic/network devices and systems (e.g. telephones, clocks, bells, video, sound, security cameras, bus radios & GPS systems, etc.)
4. Administer security measures on hardware, software and network communications equipment.
5. Working knowledge of the computer programs currently used in the District. Ability to direct users in applications.
6. Provide technology support services, both for new and existing users.
7. Ability to be part of a team, maintaining a professional attitude and confidentiality in working relationships with all school personnel, students, parents, contractors, suppliers and the public.
8. Must have understanding and knowledge of safe work practices.
9. Perform other job related duties as may be assigned.

Approved:
On behalf of CUPE Local 748

Tracy Carr

Information Technology Technician
On behalf of School District No. 8 (Kootenay Lake)

Susanne Morris

1. Work can be stressful as there are time pressures and constant interruptions.

Approved:
On behalf of CUPE Local 748

Marcy Caron

Information Technology Technician
On behalf of School District No. 8 (Kootenay Lake)

Susanne Moniz