



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Network Technician I
Payroll/Personnel Type:	11 Month
Job #:	3003
Reports to:	Principal
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Network Technician I perform duties required to monitor, administer and maintain computer network and integrity of network and server to ensure network access to faculty and students. Serve as technology support specialist for faculty and students.

Essential Functions:

- Monitor modems and display screen to network computer and server to detect error messages that signal malfunction in software or hardware in order to maintain computer network and server integrity
- Enter diagnostic commands into computer to determine nature of problem and read codes on screen to diagnose problem
- Respond to user workstation problems, diagnose problem and effect repair
- Access, input and retrieve information on the computer
- Facilitate teacher lesson planning with technical emphasis
- Support student learning via computer software
- Perform audio-visual services such as operating light board, setting up microphones and assisting with stage productions
- Respond to administrator's inquiries, determine student and faculty needs, and recommend solutions
- Analyze and evaluate new software for implementation
- Assign network access codes to faculty, staff and students to maintain system security
- Maintain and operate computer/video/cable TV/satellite network
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to analyze facts and determine action using a range of procedures within limits of standard practice
- Ability to interpret instructions furnished in written or oral form
- Ability to communicate, orally and in writing, with personnel at all organizational levels
- Ability to effectively work and interact with others
- Ability to be organized and orderly, with good attention to detail
- Knowledge of Novell NetWare 4.0, e-mail system, Internet and Windows 3.1/95
- Knowledge of word processors, spreadsheets and internet
- Knowledge of computer repair and maintenance

Experience:



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- Requires a minimum of one-year job related experience in order to gain sufficient knowledge to perform the requirements of the position

Education:

- High School Diploma or Equivalent (required)
- Broad specialized training equal to two years of college (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Sitting, Standing, Walking, Climbing, Balancing, Stooping or Crouching, Kneeling, Crawling, Reaching, Pushing, Grasping, Talking, Hearing
- Clarity of vision at 20 inches or less with the ability to judge distance and space relationships, bring objects into sharp focus and ID and distinguish colors
- Medium work - exert up to 25 to 60 pounds of force frequently to lift, carry, push, pull or otherwise move objects
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date



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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.