# WEST CLERMONT LOCAL SCHOOL DISTRICT
# JOB DESCRIPTION

**Job Title:** Computer Technician
**Reports To:** Assistant Director of Technology
**FLSA Status:** Non-Certified Exempt Level III
**Approved Date: 04/20/2026**

## GENERAL DESCRIPTION
Minimize lost learning time by installing, managing, and maintaining computer systems, peripherals and software throughout the district in support of teaching and learning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Proactive System Stewardship: Monitor and maintain classroom and office technology, anticipating potential failures before they disrupt the instructional day.
- Student-Centric Support: Provide high-energy, desk-side technical support with the mindset that every resolved ticket restores a learning opportunity for a student.
- Continuous Mastery: Take personal initiative to research and master emerging technologies; become a subject matter expert for the district on new hardware and software implementations.
- Solution-Oriented Problem Solving: Identify obstacles, then propose creative solutions to the team focused on resolving recurring technical issues to improve district-wide efficiency.
- Educational Partnership: Act as a technical consultant for teachers, helping them leverage approved technology effectively to meet diverse student needs.
- Ownership & Reliability: Demonstrate an "ownership" mentality by following up on resolved issues to ensure long-term stability and user satisfaction.
- Agile Response: Maintain a flexible and "can-do" attitude regarding support needs that arise outside of standard hours, ensuring the district remains operational and student-ready.

## EDUCATION AND/OR EXPERIENCE

- Minimum of Associate's Degree or equivalent verifiable technical experience
- Experience working in a computer related field supporting and repairing Personal Computers, Chromebooks, Networked Devices, Computer Peripherals, etc.
- Experience working in an educational setting.
- Training related to end user, desk-side computer support, computer equipment repair, software troubleshooting and trouble resolution, etc.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**JOB GOAL:** To champion student success by ensuring technology is a seamless bridge - not a barrier - to learning. THe ideal candidate is a proactive problem-solver dedicated to eliminating "Lost Learning Time" and optimizing the digital tools that empower our students and educators.

## TERMS OF EMPLOYMENT
Twelve (12) months. Salary will be determined by the existing salary schedule.

**EVALUATION**
Job performance will be evaluated in accordance with essential functions of this job description and appropriate objectives of the evaluation process.

Reviewed by:_____ _____
Computer Technician Signature Date