



# Moniteau School District

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

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## Position Vacancy

**DATE POSTED:** July 22, 2020

**POSITION(S):** Computer Technician II Position

**DEADLINE FOR FILING:** July 29, 2020 or until position is filled

**APPLY IN WRITING TO:** Mr. Thomas Samosky  
Superintendent  
1810 West Sunbury Road  
West Sunbury, PA 16061  
(724) 637-2117

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, Mr. Thomas Samosky, 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 II

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

### Qualifications:

- Associate's degree or equivalent relevant certifications/experience
- Additional 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 & infrastructure
  - Help desk ticketing systems
  - Windows & Linux server operating systems
  - Domain management, including: AD, GPO's, DHCP, DNS
- 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:

- Work closely with Director of Technology in maintaining server & network infrastructure
- Manage user and computer policies in Active Directory, Group Policy, & G Suite
- Assist with management of SIS (Student Information System)
- Assist with management of third party systems supported by the district
- 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 look for 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, displays, etc.
- Maintain technology asset inventory, tracking user assignment and location
- Perform routine preventative maintenance to avoid system outages and failures
- Assist Director of Technology & Technology Coach with training colleagues on how to effectively use computer systems and components
- Complete any assignments or projects assigned by the Director of Technology