

PINE CREEK SCHOOL DIVISION	EXHIBIT: GDAA- RJA
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LEAD COMPUTER TECHNICIAN

Reporting to and under the direction of the Superintendent, the Lead Computer Technician will create and maintain computer networks, troubleshoot and maintain computers and related devices, and provide guidance and technical support to the Computer Technician. The Lead Computer Technician will act in an advisory capacity on IT topics for the Superintendent and the Technology Committee.

General Duties and Responsibilities:

- Creates, designs, installs, and maintains computer networks and other IT infrastructure
- Installs hardware and peripheral devices where required
- Troubleshoots major hardware and software problems
- Assists Technician with troubleshooting hardware and software problems
- Installs software and maintains records of installation
- Ensures stability of networks/internet and maintains proper security (in cooperation with Merlin)
- Designs cabling and wireless connections and ensures that industry code is met
- Ensures suitable back-up measures are in place
- Develops routine and preventative maintenance schedule
- Ensures adequate and appropriate licensing, inventory, and other records are in place
- Stays current on developments in distance education delivery and advises Superintendent/Tech Committee on same
- Assists Superintendent/Tech Committee in recommending appropriate purchasing of computer and peripheral devices
- Collaborates with Superintendent/Tech Committee regarding effective planning and utilization of Information Technology in the Division
- Assist Superintendent/Tech Committee with technology budget planning and monitoring
- Other duties as assigned

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