

3. Perform network maintenance tasks such as backups, statistical reports, file restoration, and equipment replacement.
4. Write requisitions for parts, repairs, and supplies.
5. Complete computer and network repairs on-site when possible.
6. Transport equipment to and from school and repair location.
7. Administer periodic preventive maintenance on computer equipment
8. Assist Network Administrative Specialist in maintaining hardware inventory, repair inventory and maintenance records.
9. Assist Network Administrative Specialist in performing yearly physical inventory of all district microcomputer equipment.
10. Assist Network Administrative Specialist in the installation of microcomputer and networks.
11. Assist Network Administrative Specialist in the implementation of computer-based instructional project(s).
12. Train and certify on new technology as appropriate.
13. Perform other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbally and written); ability to use and repair computer; ability to maintain emotional control under stress; ability to read architecture blueprints and network layouts; ability to utilize organizational skills; ability to use and learn from technical self-paced pre-certification courses.

Physical Demands/Environmental Factors:

Occasional and irregular hours; frequent and repetitive hand motions; some district wide travel; frequent standing, stooping, bending, kneeling, pushing, pulling, some lifting up to 50lbs may be required.

POSITION WORKING DAYS: 226 days

DATE POSTED:

DEADLINE: Until Filled

All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. (www.lajoyaisd.com)

Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. (www.lajoyaisd.com)

Employee Signature: _____

Date: _____