



**David Douglas School District #40**  
**Classified - Job Description**  
**HARDWARE/SOFTWARE TECHNICIAN – HIGH SCHOOL**

Schedule: 8 hours per day / 12 months per year  
Class: 17

**POSITION PURPOSE**

This position will setup, deploy, maintain, assess/repair, and inventory the David Douglas High School PC (Windows), Apple, iPad, and Chrome assets as well as peripheral equipment such as projectors, document cameras, etc.

**NATURE AND SCOPE OF RESPONSIBILITIES**

- First Tier technology support for David Douglas High School including computer and peripherals.
- Work directly with District IT team.
- Setup/image/deploy PC/Apple/iPad/Chrome devices.
- Troubleshoot PC/Apple/iPad/Chrome issues with David Douglas High School users over the telephone and on site
- Use provided remote tools for software distribution, and remote administration
- Use a ticketing system to log and track all tickets.
- Troubleshoot and resolve basic networking, and WiFi issues.
- Stay current with system information, changes, and updates.
- Perform other duties, as assigned.

**QUALIFICATIONS**

- High School diploma or equivalent
- Experience with Windows, Apple, iOS, and Chrome OS.
- Experience in troubleshooting and repairing PC/Apple hardware and software
- Experience in working in computer networks.
- Experience with Apple Remote Desktop, Deploy Studio, Bomgar, and Symantic Ghost.
- Experience in repairing peripheral equipment such as projectors, document cameras, etc.
- Ability to work hard in a team-oriented environment and work harmoniously with others.
- Ability to communicate appropriately and effectively (Orally and in writing) with others
- Experience with assisting end- user
- Willingness to learn new technologies
- Valid driver's license

**ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate to extensive degree of physical stamina and the ability to lift and manipulate computers and AV equipment. Job requires frequently lifting up to 50 pounds and occasionally lifting up to 100 pounds, reaching, twisting, standing for prolonged periods, hand-eye coordination, able and willing to climb ladders, and the ability to identify color-coded components. Employee must be able to drive to and from district facilities and be able to work with the noise level and activity in a school setting.

**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

Multi-Cultural preferred. Bi-Lingual candidate preferred.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.