

**Fairfield Public Schools
Fairfield, Connecticut 06825**

Job Title: Elementary Media Technician

Qualifications: College graduate preferred. Individual must have a working knowledge of computer hardware, software and networking. Excellent human relation skills required. Knowledge of MS Office, Apple, and PC computers preferred.

Work Year: 10.5 months

Reports to: Building Administrator or Manager IT

Job Goals: To maintain all computers and related equipment for successful site use.

Major Responsibilities:

This position is responsible for maintaining instructional and administrative-use computing systems; peripherals and audio-visual equipment within the elementary school setting. Daily activities include addressing equipment malfunctions; performing routine maintenance tasks to maintain equipment performance; assisting users with software; and preparing equipment for presentations.

Equipment problems that cannot be resolved by the building technician are referred to central office support staff for further problem resolution.

Hardware and Software

- ◆ Connect and install peripheral devices – scanners, projectors, Zip drives, printers and CD burners.
- ◆ Upgrade or replace system software to make machines operational
- ◆ Install new computers, reallocate existing inventory based on technology plan
- ◆ Assist teachers and students in using the digital camera.
- ◆ Assist office personnel in syncing Palm Pilots.
- ◆ Replace or Install Hard Drives, Disk Drives (CD & Floppy), Network Cards as needed
- ◆ Trouble shoot inoperative equipment and repair as appropriate or elevate to helpdesk.
- ◆ Submit job requests to Help Desk
- ◆ Maintain inventory of hardware and software.
- ◆ Load software in accordance with proper software licensing.
- ◆ Assist building personnel (principal, secretaries, physical education. teacher and nurse) in troubleshooting problems with the operation of their equipment

Maintenance

- ◆ Install print cartridges, printer drives, clean printers
- ◆ Rebuild desktop on computers to optimize performance
- ◆ Reinstall system software, reghost computers when needed, delete preferences
- ◆ Optimize file systems on computers to improve performance

Software

- ◆ Install and troubleshoot instructional software
- ◆ Become familiar with and assist staff on software usage

Presentation Responsibilities

- ◆ Troubleshoot and assist staff with VCRs and TVs
- ◆ Set up and maintain presentation monitors around school and VCR's
- ◆ Create or assist in creating end-of-year and special-event presentations

Virtual Library

- ◆ Edit Internet Explorer preferences to display virtual library at opening and to select an appropriate search engine.

Other Responsibilities

Perform other duties as assigned by Principal, Manager of IT .

12/01