



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(date of posting)

POSITION: COMPUTER TECHNICIAN

LOCATION: Department of Information Technology

JOB SUMMARY: The Computer Technician is responsible for the maintenance and installation of hardware, and the installation of software in stand-alone and network environments. In this position, the Computer Technician must understand technology and its impact on the educational system. The Computer Technician takes direction from the Supervisor of Information Technology or designee.

REPORTS TO: Supervisor of Information Technology

KNOWLEDGE, ABILITIES, AND SKILLS: (These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.) At the time of application, the candidate must have:

1. High school diploma or possession of a GED certificate.
2. Two years experience in technological field.
3. Knowledge of Personal Computer (PC) hardware.
4. Knowledge of Microsoft operating systems.
5. Knowledge of Microsoft Office.
6. Knowledge of local area networks.
7. Knowledge of wide area networks.
8. Ability to effectively communicate with others, using both oral and written skills.
9. Ability to establish and maintain effective working relationships and good customer service.
10. Ability to deal effectively with the public.
11. Ability to work flexible hours.
12. Possess a valid Class C driver's license. The chosen candidate will be required to provide Calvert County Public Schools with a current copy of his/her driving record prior to the start of employment.
13. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
14. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Retrieves, repairs, and installs computers and peripherals.
2. Performs preventative maintenance.
3. Initiates anti-virus measures.
4. Installs and configures application software.
5. Inventories hardware and software systems.
6. Troubleshoots network problems.
7. Communicates issues and resolutions to the Department of Information Technology (DIT) and school staff.
8. Thinks, concentrates, and interacts positively with others.
9. Comes to work promptly every day.
10. Works flexible hours as necessary.
11. Works under stress and meets all deadlines.
12. Travels from school to school as necessary.

OTHER DUTIES: (Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.) Performs related work as required or assigned by the Supervisor of Information Technology or designee.

PHYSICAL DEMANDS: Position requires significant periods of standing and walking. Transport and unpacking of items not to exceed 50 pounds per carton.

UNUSUAL DEMANDS: Workers may be subject to emergency calls.

TERMS OF EMPLOYMENT: Twelve (12) month, 8-hour per day position. Salary commensurate with qualifications and experience applied to the current salary schedule for support employees. If chosen for this position, the candidate must enroll in direct deposit.

FLSA STATUS: Non-Exempt.

EFFECTIVE DATE OF POSITION: Immediate vacancy.

APPLICATION PROCEDURE: Application deadline is **(deadline date)**, at 4:30 PM.

- Option 1: **Current Calvert County Public Schools employees** need to submit interest via Frontline Applicant Tracking on CCPS website, www.calvertnet.k12.md.us.
- Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru Frontline Applicant Tracking, including a minimum of three references with their e-mail addresses via our website www.calvertnet.k12.md.us. References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocras.ed.gov> or call 1-800-421-3481