

BAXTER SPRINGS



UNIFIED SCHOOL DISTRICT 508

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DAVID PENDERGRAFT, Superintendent
VICKI BRADLEY, Clerk of the Board

JO ANN THOMASSON, Supt. Secretary
CARRIE OAKES, District Registrar

Title: **Apple Certified Technician**

Reports to: Technology Director

Primary Role: To troubleshoot, repair, inventory, and maintain computers in our school district. Duties also include OS upgrades, software support, basic networking, and printing support.

Qualifications:

- High School Diploma
- Apple Certified Technician (or willingness to obtain certification within one year)
- Demonstrates capacity to be self-directed, organized, and motivated
- Must have up to date knowledge of Apple Computers and iPads
- Must be detail oriented
- Must have good troubleshooting skills
- Must be able to perform job with minimal supervision
- Must have strong aptitude to learn new technical related procedures
- Must be able to disassemble and reassemble computers
- Must have your own transportation, valid driver's license, and insurance
- Must be a collaborative worker, sharing duties with our technology team

Performance Responsibilities (include but are not limited to):

- Maintain and repair Apple desktop, laptop, and tablet computers
- Help clients understand their software and secure networking capabilities
- Test, install, assemble, and configure computers, monitors, laptops, tablets, and basic networking infrastructure
- Diagnose and replace parts to repair units
- Order and inventory replacement parts
- Maintain an inventory of district computers
- Install, configure, and upgrade operating systems and software
- Troubleshoot problems with hardware, software, network, printers, and peripheral equipment and make necessary repairs, corrections, or send off for repair.
- Maintain and repair wired and wireless network infrastructure

Evaluation: The Technology Director will evaluate the Apple Certified Technician.

* Additional consideration will be given to applicants who currently have the Apple Certified Technician endorsement, an A + endorsement, verifiable previous experience repairing computers, and/or college hours in computer related courses.

** The district is willing to train skills necessary for this role, including providing Apple Certified Technician training. However, existing experience related to these duties is highly desirable.