

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Computer Technician I		Technology	Coordinator, Asset & User Services	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Classified	7	261	Non-Exempt	August 2026

Primary Purpose:

Perform on-site technical work to install and maintain computer equipment and network and software applications throughout the district.
Respond to work order requests by diagnosing and repairing network and computer hardware.

Qualification Guidelines:

Education/Certifications:

High School diploma
GED
Computing Technology Industry Association (CompTIA) A+ Certification (preferred)

Experience:

Three years' or more of work experience installing, maintaining, and repairing computers and peripherals Experience supervising others preferred

Special Knowledge/Skills/Abilities:

Knowledge of computer workstation setup
Knowledge of computer hardware and software applications
Ability to install, maintain, and repair computers and peripherals, including printers, modems, scanners
Ability to install and maintain network cables and hardware
Ability to diagnose problems and perform repairs
Knowledge of Windows, Linux, Unix and other common operating systems helpful

Supervisory Responsibilities:

None

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Hand tools and test instruments for electronic repairs and cable installations.
Personal computers and peripherals, including modems and printers.

Posture: Climbing, stooping, bending, and kneeling

Motion: Frequent use of small hand tools and electronic test equipment

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Occasional prolonged or irregular hours; some districtwide travel, May be required to be on-call 24 hours a day.

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net.

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Mental Demands: Work with frequent interruptions; maintain emotional control under stress; communicate effectively and professionally at all times

Major Responsibilities and Duties:

Installation

1. Install and upgrade computers and peripherals throughout the district.
2. Install network cabling and network peripherals throughout the district.
3. Relocate computer hardware, peripherals, and equipment as needed.
4. Install and configure software as needed.
5. Assist with the installation, maintenance, troubleshooting, and repair of data communications circuits and equipment.

Equipment Repair and Maintenance

6. Diagnose and repair equipment, including printers, terminals, and personal computers.
7. Service equipment according to established preventive maintenance schedule.
8. Maintain accurate updated records of preventive maintenance.
9. Maintain accurate records of time and materials required to perform repairs and service.

Other

10. Respond to after-hours emergencies as needed.
11. Comply with policies established by Federal and State Law, State Board of Education rule, and Local Board policy.
12. Perform other duties as assigned.

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