

SCHOOL DISTRICT No. 64 (Gulf Islands)
Job Description
Information Technology Assistant

SUMMARY

Under direction installs, configures, and maintains local area networks, software, hardware and related technology; provides technology support to district staff.

DUTIES

- Maintains local area networks
- Installs, configures and maintains software and devices
- Provides service and support for devices and software in use within the district, including building, refurbishing and recycling
- In consultation with supervisor(s) and end users, researches, recommends and orders parts, equipment and software
- Monitors work order system; responds where appropriate. Maintains appropriate records

Performs other assigned comparable duties within the area of knowledge and skills required by the job description.

QUALIFICATIONS

- Grade 12
- One year Information Technology program at an accredited post-secondary institution
- Minimum of two years recent and relevant experience in multi-platform environments
- Valid BC driver's license
- Working knowledge of loading/lifting techniques, sufficient strength and agility to perform a variety of manual tasks
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

Or equivalent combination of training and experience

RELATIONSHIPS

- Responsible to Superintendent or designate

APPROVED:

On behalf of:
School District #64 (Gulf Islands)

Original signed by:

Jesse Guy
Secretary Treasurer

June 18, 2019

On behalf of:
CUPE Local 788

Original signed by:

Larry Melious
President

June 18, 2019

Classification: Operations IV

JJEC approved date: May 9, 2019