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NASSAU COUNTY**Title : COMPUTER LABORATORY
TECHNICIAN****SCHOOL DISTRICTS****Code: 220125 MGF****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Prepares, distributes, and maintains computer hardware and software for curricular purposes throughout a school district; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of independent judgment in providing technical assistance to teachers and students.

TYPICAL DUTIES

1. Prepares, assembles, distributes, and sets up computer hardware throughout the school district for study purposes.
2. Cleans and performs minor repairs on computer hardware.
3. Establishes and maintains inventory of software, supplies, and equipment.
4. Insures that all computer equipment and supplies are properly stored to prevent breakage, deterioration, and theft.
5. Prepares and follows up on purchase orders for curricular computer equipment.
6. Constructs equipment configurations as needed for the performance of demonstrations and experiments.
7. Assists teachers in the preparation of lessons as an on-site technical resource person.
8. Assists teachers and children with actual operation of computer.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of the principles and practices of computer theory and operation.
2. Considerable knowledge of computer equipment, supplies, and terminology.
3. Skill in the care and operation of standard instructional computer equipment.
4. Ability to maintain accurate records.
5. Ability to demonstrate the use of computer equipment.

MINIMUM QUALIFICATIONS**Training and Experience**

1. Completion of 60 credits at a regionally accredited or New York State registered college or university, including a minimum of 12 credits in the computer field;
or
2. Graduation from high school and, either
 - A. Two years of satisfactory experience operating or demonstrating the operation of computers and peripheral equipment and the care of same
or
 - B. Completion of a New York State registered program of instruction (minimum