



Position Description  
**IT Technician**  
**Rockford Christian Schools**  
Rockford, Illinois  
Updated 10/2020

### **Nature of the Position**

Fulfills the purpose of Rockford Christian Schools which is to...

**challenge** young people to know Christ as Lord,  
**apply** God's truth to all areas of life,  
**love** others sacrificially, and  
**achieve** the highest level of knowledge and skill  
in order to **serve** God and others.

The IT Tech shall provide technical support for Rockford Christian Schools using his or her skills and ability to install and maintain computer and electronic systems and networks aiming for the highest functionality.

Reports to:	Director of Technology
Work Hours:	Full Time
Work Calendar:	12 months of the year
Contract:	Annually Renewable
Pay Structure	Salaried

### **Qualities and Qualifications**

#### **Spiritually**

- a. Agrees with and will live according to the RCS Statement of Faith and RCS Statement of Conduct. Exemplifies the highest of Christian principles and conduct guided by God's Word and the truth that is found therein.
- b. Is committed to inviting people to know Jesus as Lord of life and Savior for eternity.
- c. Faithfully attends and financially supports a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school. (Hebrews 10:25).

#### **Personally**

- d. Is a humble and confident servant leader.
- e. Is innovative and seeks positive change.
- f. Is motivational.
- g. Is visionary.
- h. Strives for excellence.
- i. Enthusiastically embraces and supports the mission of Rockford Christian Schools.

#### **Professionally**

- a. **Qualities**
  - i. Treats students, their parents, employees and RCS business partners with respect and dignity.
  - ii. Participates in on-going professional development following consultation with the IT Director.
- b. **Qualifications**
  - i. Degree in Computer Science, engineering or relevant field
  - ii. Certification as IT Technician will be an advantage (e.g. CompTIA, Microsoft, Cisco)
  - iii. Proven experience as IT Technician or relevant position.
  - iv. Excellent diagnostic and problem solving skills.
  - v. Excellent people skills and communication ability.
  - vi. Outstanding organizational and time-management skills
  - vii. In depth understanding of diverse computer and electronic systems and networks.
  - viii. Good knowledge of internet security and data privacy principles.
  - ix. Understanding of audio/video systems.
  - x. Must be able to kneel, crouch, bend, lift and carry to perform job functions.
  - xi. Valid driver's license as job will require travel between campuses.

**Professional Relationships**

1. Reports to the Director of Technology.
2. Maintains coordinated and mutually-supportive relationships with all workers.

**Primary Responsibilities**

1. Set up and maintain labs, classrooms and office work areas with computers and necessary peripheral devices such as projectors, printers, etc.
2. Install and configure hardware and software to function according to specifications.
3. Develop and maintain local networks in ways that optimize performance and security.
4. Provide guidance and training to users on how to operate systems and software for maximum efficiency and security.
5. Perform upgrades and maintenance without deterring others from completing their work.
6. Perform troubleshooting to diagnose and resolve problems including the repair or replace parts, debugging etc.
7. Assist in maintaining records/logs of repairs and inventories.
8. Support and maintain audio/video solutions in their various areas.
9. Assist principals in the set-up and take down of various special events

**Other Responsibilities:**

1. Builds relationships with students, families, and all other stakeholders by attending activities.
2. Fosters professional standards and professional development by participating in local, state, and national organizations related to her/his areas of responsibilities.