

**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 network hardware
- Installs, configures and maintains software and devices
- Provides service and support for district hardware, 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 No. 64 (Gulf Islands)

  
\_\_\_\_\_  
Rod Scotvold  
Secretary Treasurer

  
\_\_\_\_\_  
Date

On behalf of:  
CUPE Local 788

  
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Larry Melious  
President

  
\_\_\_\_\_  
Date

**Classification: Operations IV**

JJEC approved date: October 20, 2016