

## TUSTIN UNIFIED SCHOOL DISTRICT

### **Technologist II** **RANGE 40**

#### **DEFINITION:**

The Technologist II, under the general supervision of the assigned administrator and/or manager, performs the loading and maintenance of custom and commercial software. Supports hardware installations and maintenance. Assists staff, students, and parents in the use of the school wide network and various technological devices.

#### **ESSENTIAL DUTIES:**

- Performs the loading and maintenance of commercial software such as word processing programs and various operating systems.
- Assists new users with start-up procedures and direction with hardware requirements and needs, including A/V equipment.
- Supports and trains users on custom software applications, such as local or cloud based applications.
- Assists in the production and maintenance of documentation pertaining to the above.
- Confers with data technology users regarding solutions to problems and concerns.
- Supports the deployment, maintenance, and collection of technology devices.
- Performs a variety of clerical support services including the maintenance of records pertaining to use of computer facilities and inventory records of related equipment and materials.
- Loads software; formats and prepares disks; installs apps; operates and performs minor troubleshooting; provides technical support and basic maintenance on a variety of computers, tablets, and peripheral equipment.
- Performs related tasks as required.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Must have knowledge of principles, operations, and capabilities of computers, mobile devices, projectors, media streaming devices, mobile app deployment, SmartBoard, and network printers.
- Basic knowledge of Active Directory.
- Health regulations and safe working methods and procedures.
- Proper lifting techniques.
- District policies, rules, and regulations.

**Ability to:**

- Apply data processing principles to a variety of applications; communicate effectively in oral and written form; and establish and maintain cooperative working relationships.
- Maintain A/V equipment, computers, and mobile devices.
- Understand and follow oral and written instructions.
- Interact professionally and positively with all staff, students, and parents.
- Effectively navigate through the use of a mouse, keyboard, and/or touch screen.
- Operate, demonstrate, maintain, and adjust computers, mobile devices, and related equipment.
- Learn methods and procedures to be followed in an instructional setting.
- Provide technology instruction and support to students, staff, and parents.
- Exercise patience, tact, sensitivity, and good judgment with students, staff, and parents.
- Maintain accurate records and files.
- Work independently and cooperatively with others.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Observe health and safety regulations.

**Education/Training/Required Certification:**

- High school graduate or equivalent.
- Valid California driver's license.
- Three years specialized training and experience using computer based programs, software and integrated peripheral equipment preferred.
- College level coursework or workshops in computer applications desirable.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is required to hear and speak to exchange information in person or through the use of technology; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand, sit, taste and/or smell. The employee is required to frequently walk and stand to access work areas and equipment; stoop, kneel, crouch, or crawl to access or place objects or equipment; carry, lift, push or pull moderately heavy objects; ascend and descend ladders, stairs, and ramps; and will involve walking or standing for extended periods. The employee may regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; work under deadlines with constant interruptions; and interact with students, staff, parents, the public, and others encountered in the course of work.

**WORK ENVIRONMENT**

Employees work in classrooms, computer labs, and offices where the noise level is usually moderate to loud. The employee travels to a variety of school and off-site facilities for meetings. Working conditions may include regular exposure to fumes, dust, odors, cleaning agents and chemicals. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may also occasionally be experienced.