

Job Description

Position:

Technology Technician

General Description:

Under supervision of the site administration, maintains and/or prepares district technology.

Job Goal:

To assist with the maintenance of district technology and perform tasks to support the integration of instructional technology in the schools.

Duties and Responsibilities:

The following are typical duties and responsibilities for this position. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Organizes the instructional environment within the computer laboratory, prepares materials and equipment for daily activities and maintains neat and orderly instructional areas.
- Installs and updates hardware and software. Assists district staff with general set up of technology equipment.
- Repairs and maintains site technology (i.e. projectors, printers, mobile carts, interactive boards).
- Consults with administration regarding appropriate software to support standards-based curriculum.
- Supports the goals and objectives of core curriculum and State technology standards.
- Maintains accurate records of repairs.
- Maintains inventory of parts and technology equipment.
- Maintains a high level of confidentiality regarding students' records.
- Continues to develop technology support skills.
- Participates in district technology meetings as necessary.
- Assists in the implementation of the District Technology Plan.

Required Skills and Knowledge:

- Demonstrated knowledge of information system hardware and software trouble shooting skills and problem resolution.
- Ability and willingness to learn new systems and technology.
- Strong familiarity of all computer operating systems.
- Organizational skills and ability to recognize and change work priorities in a timely fashion.
- Good written and oral communication skills.



- Ability to establish and maintain cooperative working relationships with employees, students, and community members.

Physical Requirements:

Ability to see for purposes of reading policies, printed material and computer screens. Ability to understand speech at normal levels in person, on the telephone, or on other district communication devices. Ability to communicate in English so others will be able to understand a normal conversation in person, on the telephone or by other district communication devices. Ability to occasionally lift/carry supplies, materials and equipment weighing up to 25 pounds. Ability to use hands and fingers to feel, grasp, and manipulate small objects; manipulate hands, twist, bend at wrist and elbow; extend arms to reach outward and upward. Ability to demonstrate mental acuity in the performance of job related duties and interactions with students and adults. Ability to walk, bend, crouch, knee and stand for prolonged periods of time. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

Working Conditions:

Public school work environment subject to sitting at a desk or standing for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment and supplies, reaching in all directions and working at a computer or other standard school equipment. Be able to work in both an indoor and outdoor setting. Noise level exposure to student and campus noise is moderate to loud.

Minimum Qualifications:

- High School diploma or equivalent.
- Certificate of completion for computer repair training program or equivalent knowledge and experience and/or AA degree in related field.

Hours:

Up to 8 hours per day

Salary:

Range I – Classified Salary Schedule

Days:

195 days per year – vacation, holidays and sick leave according to Classified Bargaining Agreement and Ed Code.

Evaluation:

Site Administrator

