

WISEBURN UNIFIED SCHOOL DISTRICT

District Technology Technician Classified Management Position

BRIEF DESCRIPTION OF THE POSITION:

Under general supervision, the District Technology Technician performs a variety of technical and specialized computer, and telecommunication service functions, performs routine maintenance and repair to computer hardware and related equipment, performs technical services in the development and maintenance of satellite and telecommunication networks and performs other tasks as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews, analyzes, repairs and maintains computer hardware and related peripherals.(E)
- Uses electronic testing equipment in the diagnosis of computer hardware and peripherals equipment malfunctions. (E)
- Installs and troubleshoots computer software. (E)
- Researches and advises District and site personnel on state-of-the-art computer, video, and telecommunication equipment.
- Oversees computer, video, network telecommunication, and mobile device repair and maintenance service vendors. (E)
- Responsible for implementation of student information systems, learning management systems, email systems, Google Apps for Education, and other technology tools for learning. Assist instructional and clerical personnel in their awareness of software operational programs, hardware operational functions, and routine computer maintenance. (E)
- Oversees network systems and servers across the district to maintain proper functionality. (E)
- Maintains a variety of operational records and files including network schematics and equipment inventories. (E)
- Requisitions, receives, stores, distributes and maintains an appropriate inventory of computer and telecommunication materials, supplies, and equipment.
- Performs simple programming functions and de-bugs programs to ensure an effective computer assisted instructional process, as appropriate.
- Participate as an active member of the Future Ready School Leadership Team to set policy and direction for the District Technology Plan.
- Other duties as assigned.

Note - Task statements coded with letter “E” are essential elements of position in this class pursuant to the Americans with Disabilities Act. 1990.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Computer hardware, software and network diagnosis, repair and maintenance methods, techniques and procedures;
- Automatic Record Management, storage and retrieval systems; Computer, telecommunication, and video equipment and software commodity sources

- Appropriate English usage
- Depth of understanding of both Macintosh and PC and Google platforms

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Two years of experience working in the repair and maintenance of computers and telecommunication systems or closely related service areas.

Education:

Bachelor's Degree in computer related field.

ABILITY TO:

Demonstrate an understanding, patient and receptive attitude toward those with minimal experience with computer and telecommunication hardware and operational software; Communicate effectively in oral and written form in English; Perform routine computer, telecommunication and video equipment maintenance and repair; Understand and carry out oral and written directions; Establish and maintain cooperative working relationships.

PHYSICAL ABILITIES:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull , or otherwise move object; occasionally may lift up to 60 pounds.
- This type of work involves sitting most of the time, but may involve working or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate computer and telecommunication related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

WORK YEAR:

12 Months

Subject to weekend and evening hours

REPORTS TO:

Deputy Superintendent