

VICTOR ELEMENTARY SCHOOL DISTRICT  
JOB DESCRIPTION  
(Classified Bargaining Unit)

**POSITION:**

**TECHNOLOGY INSTRUCTIONAL SUPPORT  
SPECIALIST**

**POSITION  
DESCRIPTION:**

Under the direction of an assigned supervisor, provides instruction to individuals in the proper, effective operation and application of computer software and equipment. Assists in minor repair and maintenance of computer hardware, software and district network. Coordinates and schedules major repairs and upgrades with the District Technology Support Team. Maintains current knowledge of developments in equipment and software as well as recommends improvements while supporting a safe and orderly environment for students and staff.

**ESSENTIAL JOB  
FUNCTIONS:**

1. Provides instruction in the proper and effective operation and application of computers
2. Provides instruction in the scope and expectations of the District Technology Plan
3. Provides instruction in the application of software packages
4. Provides instruction in the proper operation, care and maintenance of computers and peripheral equipment
5. Provides instruction on software and hardware
6. Performs preventative maintenance and repairs minor technology problems
7. Performs general clerical functions
8. Coordinates, schedules and tracks repairs and support with the District Technology Support team
9. Installs computer software and hardware
10. Checks and tests new computer equipment for proper operation
11. Processes and maintains inventory of computer equipment
12. Conducts in-service training as needed
13. Communicates with district personnel and outside agencies to exchange information and/or resolve issues or concerns
14. Reports all safety, sanitary and fire hazards to the appropriate supervisor
15. Communicates and works cooperatively with sites and co-workers
16. Attends trainings and meetings as directed
17. Performs related duties as assigned

**MINIMUM  
QUALIFICATIONS:**

**Requirements:**

- Possession of a valid California Driver's License

**Knowledge of:**

- District approved operating systems, operations and peripheral equipment
- Methods, tools, and procedures used in the installation, minor repair and maintenance of computers, local area networks and software

**Ability to:**

- Work independently
- Communicate effectively both orally and in writing
- Handle all matters in a tactful, courteous and confidential manner
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Understand and carryout verbal and written instructions, policies and procedures in an independent manner
- Provide clear, concise instruction to staff
- Lift, carry, push and pull objects up to 50 lbs as assigned by position

**EXPERIENCE:**

**Required:**

- Minimum of 1 year of experience with installing computer hardware and software in a school computer lab environment, plus an additional 1 year of experience with computer operations in an instructional setting

**EDUCATION:**

**Required:**

- High School Diploma or equivalent
- Supplemental courses specializing in computer operations, installation, maintenance and repair

**WORKING  
CONDITIONS:**

**Environment:**

- Interactions with employees and the public
- Busy and fast-paced setting

**Physical Demands:**

- Hearing and speaking to exchange information
- Sitting at a computer for extended periods of time
- Bending at the waist, kneeling or crouching
- Moderate physical labor