

Sunnyvale School District
Position Title: Computer Specialist

Work days/month: 210 days/10 months

Salary: Range 28 (<https://www.sesd.org/Page/719>)

Basic Functions:

- Under the direction of an assigned supervisor, provide training and assistance to students and staff concerning the operation of computers and related peripheral equipment; troubleshoot and perform general maintenance and repairs to computers and peripheral equipment.

Essential Duties & Responsibilities:

- Oversee technology at an assigned school site(s). Effectively work across multiple technology platforms.
- Operate, adjust, and maintain a variety of technology and peripheral equipment; advise staff of needed repairs and updates and perform minor repairs to technology hardware.
- Provide assistance to students and staff in the use of technology.
- Oversee the acquisition, installation, and inventory of new site technology.
- Monitors site inventory and communicates technology needs to the IT Department, including inventory and e-wasting of obsolete technology.
- Research, advise, and purchase technology according to the site and district guidance, and in alignment with the District Technology Plan.
- Assist the site in the administration of the state testing which includes but not limited to the purchase of needed technology and peripherals, reassigning technology, revolving issues, being a front line point of contact for technology issues on testing days.
- Monitor the appropriate use of the technology and report misuse of technology to the site administration.
- Liaison with the District IT Department on matters related to technology.
- Prepare and maintain a variety of records related to assigned activities.
- Attend and participate in meetings, conferences, and seminars related to computer technology.
- Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
- Perform other duties as assigned by the supervisor.

Knowledge:

- Methods and procedures of operating computers, software systems, and peripheral equipment.
- Basic instructional methods and techniques.
- Basic record-keeping techniques.
- Basic inventory methods and practices.
- Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
- Verbal and written communication skills.

Abilities:

- Operate computers and a variety of peripheral equipment properly and efficiently.
- Provide instruction and assistance to students and staff in the use of computers and related peripheral equipment.
- Store and maintain inventory of lab equipment and materials.
- Troubleshoot and perform general maintenance and repairs to computers and peripheral equipment.
- Research, preview and make recommendations concerning the purchase of new equipment and software.
- Work independently with ~~little direction~~ minimal supervision.
- Maintain routine records related to assigned activities.
- Understand and follow ~~oral~~ verbal and written instructions.
- Communicate professionally and clearly both verbally and in writing.
- Exhibit positive interpersonal skills that result in excellent customer service and positive working relationships with others.

Education and Experience:

- Possess a high school diploma.

- An AA degree from an accredited college or university, or 48-semester units from an institute of higher education, or have equivalent experience in the related field.

Required Licenses & Certificates:

- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

1. Environment:

- Indoor environment.
- Outdoor environment when required.
- Constant interruptions.

2. Physical Requirements:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Visual acuity to read a variety of materials in both print and digital formats.
- Auditory ability to exchange information.
- Sitting/standing for extended periods
- Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies
- Lifting, carrying, pushing, or pulling moderately heavy materials and supplies, up to 25 pounds.

3. Hazards

- Extended viewing of a computer monitor.

Terms of Employment:

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).