

Job Title: Instructional Technology and Data Technician

Bellevue Union School District

Position Title:	Instructional Technology and Data Technician		Department:	Business Services
FSLA Classification:	Non-Exempt Disaster Service Worker: Essential Staff	Bargaining Unit: CSEA	Classification:	Classified

Salary Grade:	Classified Salary Schedule Range 19	Work Calendar	12 month/260 Days
----------------------	-------------------------------------	----------------------	-------------------

Reports to:	Director of Instructional Technology and Data and/or designee.	Board Approval Date:	June 17, 2025
--------------------	--	-----------------------------	---------------

General Description

Under supervision, provides technical assistance to computer users, installs and maintains computer workstations, and supports software and hardware used district wide that includes workstation support, software support, network maintenance and support, data security and back-up, district and student data bases, anti-virus and other district-wide software, and server maintenance and management. Performs related duties as required.

Organizational Relationships

Directly Responsible to:	Director of Instructional Technology and Data and/or designee.
Supervision Over:	

DUTIES AND RESPONSIBILITIES: The tasks listed in this section are representative of the duties assigned to this position. This list is not intended to be exhaustive of all of the tasks assigned to this position, and it is not assumed that all of the tasks may be assigned to any one person in this position.

Essential Job Functions include, but are not limited to the following:

Data:

- Collects data to inform technology-related decisions and purchases.
- Compiles data from surveys, assessments, and databases to inform reports and presentations.
- Creates and monitors sign-in credentials for copiers, and email mail distribution groups.
- Inventories, creates, and maintains records of technology hardware and accessories.
- Maintains confidentiality of sensitive and confidential information.
- Supports data and assessment projects.

Instructional Technology:

- Attends training necessary to develop skills needed to meet this job description.
- Configures networked devices (Access Points, Printers).
- Ensures Acceptable use of Hardware.

Job Title: Instructional Technology and Data Technician

- Ensures anti-virus software is installed, properly configured, and regularly updated.
- Helps provide tutorials both online and in person on the use of technology for staff and parents.
- Installs and maintains classroom and office-related technology to ensure both hardware and software work as designed. Hardware includes, but is not limited to, computers, printers, document cameras, LCD projectors, iPads, Chromebooks, video and still cameras, and various technology hardware accessories. Software includes, but is not limited to, learning-based, applications, assessment, data compilation, and record keeping.
- Installs or repairs computers with standardized applications and networking software, diagnosing and solving problems that develop in their operations.
- Makes recommendations and develops specifications for the purchase of additional hardware, software and, applications.
- Migrates machines to their respective domains/ensure network content availability.
- Provides limited peripheral repair.
- Provides support for all software and hardware used district-wide.
- Responds to submitted IT requests of staff questions and concerns.
- Supports the management of district and school websites.
- Train faculty with IT best practices and in the effective use of technology hardware and software.

EDUCATION AND EXPERIENCE:

- High school Diploma required.
- Any combination of training, education, and experience that demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position is preferred. A typical qualifying entrance background is one year of experience performing varied technology work of average difficulty in an office environment.
- Written and oral Spanish proficiency is desirable.

QUALIFICATIONS:

Knowledge of:

- An understanding of client-server networks
- Common PC hardware components including network installations and maintenance
- Communication skill necessary for training non-technical individuals and groups in the use of computer hardware and software.
- Working knowledge of Windows Operating System and general computer troubleshooting

Ability to:

- Exercise good judgment, use discretion, work independently, and maintain confidentiality understand and communicate in English, clearly and concisely, in both oral and written form; conduct basic research; set up and maintain database files to create spreadsheets and other related forms and documents; possess attention to detail; follow directions; work independently and manage time effectively between multiple tasks; set priorities and meet deadlines; establish and maintain cooperative and effective working relationships with those contacted during work, learn and follow the practices, rules, and regulations of the District.

Job Title: Instructional Technology and Data Technician

Licenses and Certificates:

- Valid California Class C driver's license
- Proof of Automobile Insurance
- TB Clearance (upon offer of employment)
- DOJ Fingerprint Clearance (upon offer of employment)

Physical Abilities: The Bellevue Union School District encourages persons with disabilities who are interested in this employment and need reasonable accommodations for those disabilities to contact the Superintendent for further information.

Working Conditions

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate. Work under pressure to meet the necessary deadlines

Physical Abilities

- The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed are representative of but are not intended, to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of this position.
- While performing the duties of this position, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand; walk; use hands to finger, handle, or feel and reach with hands and arms.
- The employee is occasionally required to stand, walk, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.