

**CLASS TITLE: APPLICATION TECHNICIAN**

**BASIC FUNCTION:**

Under the direction of the Director of Information Technology (IT), oversee the installation, updating and troubleshooting of all software applications and their proper operation on related personal computers, laptops, mobile computing devices, iPads and Chromebooks. The Application Technician will work closely with the IT Department's Application Specialist in the support of all applications and their related hardware in support of the use of all instructional technology and online testing. The Application Technician will work closely with classroom teachers, site administration and other school site staff in fully implementing technology in the classroom and school for teachers and staff.

**REPRESENTATIVE DUTIES:**

Oversee the installation, updating and troubleshooting of all software applications and their proper operation on related personal computers, laptops, and mobile computing devices, iPads, and Chromebooks. *E*

Ensure that all applications work with relevant peripherals such as projectors, printers, document cameras. *E*

Provide instructional support services for students and staff. *E*

In coordination with the District IT Department's Application Specialist, research and order computer software, equipment, supplies and materials; serve as a resource to teachers in the application of computer software to curriculum at each grade level. *E*

Perform minor repairs on computers, mobile devices, laptops, presentation equipment and printers. *E*

Work harmoniously and collaboratively with IT, site and district personnel. *E*

Assist instructors and staff with classroom, library and special computer lab events and activities as assigned; provide in-services for instructional assistants, teachers, staff and parents regarding use of the computer software. *E*

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board Policies, and related Administrative Regulations which pertain to the particular assignment.

Exercises no supervision.

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## MINIMUM REQUIREMENTS:

### KNOWLEDGE OF:

Methods and procedures of operating computers, mobile devices such as Chromebooks, iPads, laptops, tablets, projectors, and document cameras.

Installing, updating and troubleshooting tablet/mobile device apps as well as traditional Microsoft Windows desktop software.

Policies and objectives of assigned program and activities.

District purchasing policies and procedures.

### ABILITY TO:

Communicate technical procedures and requirements to users.

Set up, connect and operate mobile and desktop computing equipment quickly and accurately.

Make routine equipment adjustments and perform routine maintenance.

Provide technical guidance and recommendations concerning existing applications and systems.

Communicate effectively both orally and in writing.

Train and provide work direction to others.

Plan and organize work.

### EDUCATION AND EXPERIENCE:

Graduation from high school and certified completion of college level courses in a computer related college program or equivalent related computer experience; technical certification preferred but not required.

Experience with mobile computing application management or other mobile applications.

Experience with other computer operating systems.

## WORKING CONDITIONS:

### ENVIRONMENT:

K-8 elementary and middle school classrooms, libraries, and labs.

IT and other Departments and office settings.

### PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information; moderate lifting of terminals and printers.

### LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.

Personal transportation needed for job-related District travel.

Obtain auto liability insurance.

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This position complies with the rules and regulations of the American with Disabilities Act (ADA)

Legal Reference: California Education Code, Sections 45103, 45109  
Policy Adopted: December 10, 2013