

SAN YSIDRO SCHOOL DISTRICT

TITLE: Information Computer Specialist

DEPARTMENT: Business

FLSA: Non-Exempt

REVISED: July 2025

REPORTS TO: Director of Education Technology

CLASSIFICATION: Classified (12 month)

SALARY: Classified Schedule Steps 18-22

Board Approved: August 14, 2025

BASIC FUNCTION: Under the general direction of the Coordinator, Information and Technology, diagnoses and repairs malfunctions in physical components of District computers, audio-visual or communication equipment, and performs related work as required.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Diagnoses and repairs malfunctions in the physical and software components of the district computers, Chromebooks, iPads and similar technologies, audiovisual or communication equipment.
- Responds to Help Desk calls for support.
- Assists the Information Systems Analyst in resolving problems in LAN operations.
- Assists in the installation, maintenance and upgrading the Ethernet local area network throughout the District.
- Installs and supports District standard software products.
- Documents work required and work completed.
- A customer service attitude.
- Hands-on experience in the testing, installation, repair and maintenance of the personal computer or other electronic equipment.
- Recent experience in trouble shooting hardware and software problems on DOS, all versions of Windows; setup and use of the District's standard software products (Microsoft Office Suite which includes: Word, Excel, Access, Power Point) and setup and use of District's standard Internet Software products (Internet Explorer and Outlook client).
- Wiring installation for Ethernet LAN's.
- Transport, maintain and recycle district owned hardware.
- Assist in the setup of required technology (projectors, computers...) for special meetings.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Knowledge of how hardware selection will impact the District's-owned technology equipment.
- Knowledge of how hardware selection will impact the District's business, administrative and educational practices.

ABILITIES:

- Ability to effectively communicate with non-technical staff regarding the use of assigned computer hardware and software.
- Ability to isolate and resolve problems in the operation of District computer hardware and software.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Graduation from high school or equivalent
- One year of recent experience involving PC repair and software installation.
- Valid California driver's license and insurability for operation of District vehicles.

WORKING CONDITIONS:

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.