

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL TECHNOLOGY TECHNICIAN

BASIC FUNCTION:

Under the direction of the principal and the Director of Information Technology, perform a variety of technical duties involved in the operation, maintenance, modification and repair of District technology at an assigned school site (s); troubleshoot, diagnose and perform general maintenance and repairs to school computers, peripherals and wireless network equipment; support staff and students in their use of district technology.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involved in the operation, maintenance, modification and repair of District technology at an assigned school site (s); upgrade hardware and software as needed; assure proper operation of District technology.

Troubleshoot, diagnose and perform general maintenance and repairs to school computers, peripherals and wireless network equipment; respond to requests for hardware and software assistance and repair; maintain software; assure proper configuration of computer systems and resolve malfunctions; arrange for outside repairs as necessary; review repairs by outside agencies for completeness and accuracy.

Install hardware, software and cabling; organize and arrange new computer systems and related equipment.

Coordinate the use of technology centers/computer labs (at schools sites that have such).

Manage mobile device carts, including: scheduling their use where appropriate; moving carts to classrooms when needed; maintaining an inventory of carts and their devices; ensuring that devices are functioning and where needed, ensuring that devices get repaired or replaced.

Provide instructional assistance to students and staff in the use of computers, technology systems and related peripheral equipment including mobile devices, tablets, laptops, printers and scanners, digital and video cameras and District-provided Google accounts; answer questions and perform related demonstrations as necessary.

Provide support to staff and students during online computer-based testing.

Research, preview and make recommendations concerning the purchase of new equipment and software in accordance with District standards; assist in the development and implementation of school plans for computer utilization and programs as assigned; obtain quotes for new technologies.

Prepare and maintain a variety of records and reports related to financial activities, computer hardware and software, purchase orders and assigned duties.

Communicate with District personnel, outside agencies and members of the community to exchange information, coordinate activities and resolve issues or concerns.

Perform clerical duties related to assigned activities including composing letters and processing forms and applications.

Order, receive and maintain inventory of hardware and software as directed; verify and approve invoices.

Operate a variety of computer repair equipment and hand tools.

Attend assigned meetings, conferences and in-services.

OTHER DUTIES:

Assist with maintaining the Department budget.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of computer technology.

CCUSD Acceptable Use Policy for Electronic Resources.

Safe practices in technology center/computer lab activities.

Diagnostic techniques and procedures used in computer repair.

Methods and procedures of operating electronic computers and peripheral equipment.

Computer hardware systems, wireless networking, software applications and languages utilized by the District. Proper methods of storing equipment, materials and supplies.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

Record-keeping and report preparation techniques.

Basic math.

ABILITY TO:

Perform a variety of technical duties involved in the operation, maintenance, modification and repair of District technology.

Troubleshoot, diagnose and perform general maintenance and repairs to school computers, peripherals and wireless networking equipment.

Operate computers and peripheral equipment properly and efficiently.

Install and configure various hardware, peripheral equipment and software applications.

Provide technical guidance and recommendations concerning existing computer programs and systems.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Determine appropriate action within clearly defined guidelines.

Understand and follow oral and written instructions.

Observe health and safety regulations.

Plan and organize work.

Maintain records and prepare reports.

Make basic math computations.

EDUCATION AND EXPERIENCE:

Special Qualifications upon hire for positions at a school site pursuant to the “No Child Left Behind Act of 2001”:

- Complete at least two (2) years of study at an institution of higher education (college level) or forty-eight (48) semester units, including a math and an English class;

OR

- Obtained an associate’s (or higher) degree;

OR

- Pass an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics **OR** reading, writing and mathematics readiness.

One year of paid or volunteer experience working with school-age children desired.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Seeing to view a computer monitor.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling heavy objects.