

Corning Union Elementary School District
Job Description

JOB TITLE: TECHNOLOGY SUPPORT SPECIALIST I

Salary Range:	34	Department: Technology
Reports To:	Supervisor of Technology	Approved by: Board of Trustees March 21, 2023

POSITION SUMMARY:

Under minimal supervision of the Supervisor of Technology; provides District-wide technical and resource services in the installation, configuration, operation, repair, maintenance, troubleshooting, and diagnosis of computer hardware, peripheral equipment, and software for PCs. Installs software and establishes access rights and security. Assists with troubleshooting, local- and wide-area network cabling. Diagnoses network hardware and peripheral equipment. Provides user support, training, and assistance. Performs other essential job-related work as required.

ESSENTIAL FUNCTIONS:

Performs skilled maintenance, repair, and installation of electronic devices such as computers, printers, monitors, audio, and video equipment. Maintains email and network user accounts and issues email addresses and user accounts in a variety of systems to new employees as needed.

Assists in analyzing user needs relating to local, wide, and internet worked information systems to install and maintain cost-effective, local (LAN), wide (WAN) area networks.

Implements new software and/or current software application features.

Keeps abreast of technology issues to ensure efficient delivery of network-related computers and technology services; provides workstation configuration services for end users.

Assists in maintaining and enhancing the interconnection of operating systems, desktop computer applications, network protocols; ensures consistency with our information system needs.

Assists users by providing technical support with equipment or software; provides onsite support to administration and classrooms.

Remotely diagnoses and resolves end-user software issues; troubleshoots and supports curriculum applications used in the classroom.

Recommends replacement or addition of computer hardware and software; assists in the central purchasing of all computer parts, supplies, equipment, and software in order to

meet District needs in a timely fashion and in the most cost effective way.
Communicates directly with software vendors regarding information systems issues.

Assists in the maintenance of standards and documentation.

Performs diagnostic evaluations of faulty equipment, analyzes the results, and takes corrective actions, monitors communication and data equipment to ensure communication integrity; uses on-line software and coordinates with vendor engineers as appropriate.

Ability to maintain, trace, and repair wiring infrastructure for voice, data, and other internal systems.

Establishes and maintains effective working relationships with a variety of groups, including teachers, students, administrators, coworkers, vendors, consultants, and others as required.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Performs other work related duties as assigned.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out the essential job functions. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit; use hands to finger, handle, or feel objects, tools, or controls; talk and hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl.

The majority of work is light to medium and may require routinely lifting or moving up to 40 pounds.

QUALIFICATIONS/EDUCATION:

Experience: Two years of experience in a related field, preferably in public education is highly desirable.

Education: Equivalent to the completion of twelfth grade, college classes, vocational training, and/or on the job experience relative to the essential functions of this job.

Demonstrated knowledge of: Any one or a combination of any of the following would be qualifying:

- Information systems, operating systems, i.e., Windows, Chrome, and Mac.
- Information security best practices.
- Desktop productivity software, i.e., MS Suite, Google Suite, etc.

-LAN and WAN communications including various transmission protocols (TCP/IP, Ethernet, Wi-Fi), and domain name servers, EIA/TIA 586 wiring specifications, Active Directory support and management.

Ability to type desirable.

Willingness to attend classes, workshops, training, etc.

Ability to speak, read, write, and communicate effectively in English.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency.

Must possess a valid California driver's license.