

Job Title: SITE COMPUTER TECHNICIAN

Definition:

Under the direct supervision of the site Administrator, the incumbent assist in maintaining computer and peripheral equipment, such as printers, monitors, digital cameras and scanners in the classroom, lab and office applications; and/or provide recommendations regarding hardware and software applications; performs related duties as assigned.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assesses/troubleshoot hardware and/or software applications for the purpose of determining appropriate actions to maintain computer and other technological operations.
2. Support student intervention programs, ensure equitable access to technology, and assist with student clubs.
3. Input, manage and monitor student data and support intervention programs, assessment programs, etc.
4. Coordinate lab schedules.
5. Assist students and staff in educational technology projects and/or programs.
6. Maintain software programs by setting up classes, maintaining student databases and troubleshooting programs (Includes contact with software companies to fix problems).
7. Coordinates with the ITS department to ensure District security access policies are enforced and that technology meets District standards.
8. Install computer hardware and software applications for the purpose of providing support to teachers and other school site staff and maintain classroom and lab environment.
9. Inventories computer hardware, software, and other equipment, including e-textbooks, for the purpose of maintaining inventory. This includes updating inventories when devices are e-waste.
10. Troubleshoots hardware/software problems.
11. Provide training as needed to site, personnel, and students in the operation of technology equipment and software.
12. Assist staff with online testing.
13. Manage and maintain school's online presence weekly: i.e. website, social media.
14. Manage and monitor use of computer programs and print reports when needed for staff.
15. Attend district trainings and meetings as scheduled.
16. Maintain computer lab, mobile carts, and other devices.
17. Create training videos for teachers, students and parents.
18. Assist in providing hands on workshops for parents and staff.
19. Assist in technology hotline
20. Assist in student check out of technology and maintain logs.
21. Repair devices – including but not limited to key replacements, screen replacements.
22. Inventory and deal with warranty of hardware on site.
23. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

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Knowledge of:

- Hardware and software used in computer labs, libraries, classrooms, school and district offices.
- Basic troubleshooting of computer equipment and software applications.
- General knowledge in a wide variety of multi-media technologies.
- Basic English usage, spelling, grammar and punctuation.
- Desired completion of supplemental undergraduate or graduate courses involving the maintenance and operations of computers and technological equipment.
- Safe working practices.
- Appropriate techniques in interacting with staff, student, and the community.

Skill and Ability to:

- Communicate effectively and professionally with students, teachers, administrators and other staff members.
- Lift and transport heavy parcels, materials, supplies, books and parts.
- Adhere to established work and safety procedures.
- Perform simple and repetitive tasks as well as complex and varied tasks.
- Follow verbal and written instructions, and make independent decision based on data or sound judgment.
- Work independently with little direction.
- Organize tasks and set priorities, including managing multiple tasks simultaneously and completing tasks on schedule.
- Maintain professional confidentiality.
- Work harmoniously with school, district personnel, students parents, supervisors and departments.

Training and Experience:

Experience:

Proficiency in one or more specialized areas relating to computer systems.

Education and Training:

High school diploma or GED equivalent; Preferred AA degree or higher (or equivalent work experience). Knowledge and/or experience with Microsoft Office. Prior experience with children in a public school setting.

License and Certificates:

- Possession of a valid California driver's license and proof of automobile insurance.
- May require DMV report

Physical Requirements and Working Conditions:

- Frequently or continuously required to use fine, simple gross and powerful grasp manipulation.
- Frequently or continuously required to sit, use foot controls, push and pull and reach at shoulder level.

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- Occasionally required to stand, walk, bend, stoop, squat, climb, twist at waist, reach above shoulder level, upwardly extend neck, flex neck downward.
- Frequently required to lift, push and/or pull objects that weigh approximately 30 to 50 pounds. Infrequently may be required to transport over 100 pounds with hand cart or hand truck.
- Occasionally exposed to indoor/outdoor environmental conditions including heat, cold, humidity, dust, wind, noise, vibrations, fumes and odors.
- Occasionally exposed to toxic substances such as fuel.
- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Ability to conduct verbal conversation in English and, possibly, a designated second language; hear normal range verbal conversation (approximately 60 decibels).
- Site, stand, stoop, kneel, bend and walk; sit for sustained periods of time.
- Climb slopes, stairs, steps, ramps and ladders; lift up to 50 pounds; carry up to 50 pounds.
- Exhibit full range of motions for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion and extension and knee flexion.
- Operate office machines and equipment in a safe and effective manner; demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

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Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting	X		
Standing			X
Walking			X
Bending (neck)		X	
Bending (waist)		X	
Kneeling	X		
Stooping	X		
Crawling	X		
Twisting (back /neck)		X	
Climbing	X		
Pushing/Pulling	X		
Reaching (above shoulder)		X	
Reaching (below shoulder)		X	
Stooping	X		
Crawling	X		
Twisting (neck & waist)		X	

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Climbing	X		
Pushing/Pulling		X	
Fine Manipulation		X	
Power Grasping		X	
Simple Grasping		X	
Repetitive use of hands			X
Keyboard Use		X	
Mouse Use		X	
Walking on uneven ground			X
Driving		X	
Working with heavy equipment		X	
Exposure to excessive noise		X	
Exposure to extreme temperatures		X	
Exposure to dust, gas, fumes, or chemicals		X	
Working at heights		X	
Repetitive movement		X	
Use of special visual or auditory PPE		X	
Working with bio-hazards (e.g., blood-borne pathogens, sewage, etc.)		X	

	Lifting			Carrying		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

Mental and Psychological Demands		Frequency		
		Rarely	Occasionally	Frequently
Basic Work Abilities:		0-1.5 HPD	1.5-3 HPD	3-6 HPD
1	Follow verbal and written instructions		X	
2	Maintain the established work pace		X	
3	Adhere to established work and safety procedures		X	
4	Respond appropriately to direction, evaluation, or criticism		X	
5	Respond appropriately to changes in the work setting		X	
	Attention to Task/Details:			
6	Perform simple/repetitive tasks		X	
7	Perform complex/varied tasks		X	
8	Organize tasks and set priorities		X	
9	Manage multiple tasks simultaneously		X	

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	Interaction with Others:			
10	Work cooperatively with coworkers		X	
11	Interact with customers or the public		X	
	Decision Making:			
12	Use basic problem-solving techniques		X	
13	Work autonomously, or with minimal supervision		X	
14	Make independent decisions based on data/circumstances		X	