



Central Union School District
Lemoore, CA

CENTRAL UNION SCHOOL DISTRICT
Technology Support Specialist

JOB DESCRIPTION

ESSENTIAL FUNCTION

Under the supervision of the school principal, with direction from the Manager of Instructional Technology and Media Services, the technician is in charge of the school computer lab(s) and for the operation and administration of computers and peripherals at the school site.

DIRECTLY RESPONSIBLE TO

Site administrator/district supervisor
for instructional technology and media services

IMMEDIATE SUBORDINATES

None

DUTIES AND RESPONSIBILITIES

Maintain the school site staff and students computers; provide repairs to computers that meet Apple Certified Warranty standards; provide LAN (Local Area Network) support at school site; support network programs such as SASI, Unison, and GAMUT; maintains a inventory of computers, computers accessories, and repairs; aids in the implementing the computer curriculum; maintains a safe and clean environment in the computer lab; assists teachers and students in the use of computers and software; and performs other related duties as assigned by the site principal and the district supervisor for instructional technology.

QUALIFICATIONS

Knowledge of:

Care of computer and computer software as well as computer maintenance.

Ability to:

work effectively with staff and students and be seen as the on-site computer specialist; work independently; maintain computers and troubleshoot computer problems; maintain and troubleshoot LAN (Local Area Network); direct students in the care and use of computers and software; tutor students or small groups of students; act as a resource to teachers in the area o computers technology; work with classroom teachers with large groups of students; learn new software programs as needed; and schedule computer laboratory time for staff and students under the direction of the site principals.

Education and Experience:

High School graduate or equivalent with A.A. Degree in Computer Technology preferred; and Apple Computer Macintosh Service Certificate Exam successful completed.

Requirements:

Achieve a score of 80% or higher on the County Proficiency Test in the areas of reading, math, and writing; good interpersonal relationship skills; competent in advanced computer skills; and competent in LAN (Local Area Networks) connections.

Physical Abilities:

Seeing to be able to comfortably work at a compute monitor; hearing and speaking o exchange information relating to computer assignments and computer repair; bending at the waist, kneeling, standing and sitting for extended periods of time; must be able to life 50 pounds and be mobile in order to move around to different school sites with computer equipment.

WORK HOURS

Eight (8) hour position – work times to be arranged by school site administrator and district supervisor of technology.

SALARY AND WORK INFORMATION

Classified Salary Schedule: Technology Support Specialist

Work Year: 261 Days, twelve (12) month work year.

WORKING ENVIRONMENT

School site and school district office.

Must have car insurance if driving personal automobile as part of the job and must provide own transportation.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.