

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SITE TECHNOLOGY TECHNICIAN

BASIC FUNCTION:

Under the direction of the Technology Operations Manager, perform a variety of duties involved in the operation and maintenance of a computer center at an assigned school site; provide training and assistance to students and staff concerning the operation of computers and related peripheral equipment; troubleshoot, diagnose and perform general maintenance and repairs to school computers and peripheral equipment.

ESSENTIAL FUNCTIONS:

Oversee computer center operations at an assigned school site; prepare daily backups and other backups on disk; prepare instructional materials and learning activities.

Prepare equipment for student and staff use; install software and observe elements of the computer for evidence of incorrect performance; coordinate daily use of computer center; schedule the use of the computer center.

Provide instruction and assistance to students and staff in the use of computers and related peripheral equipment including terminals, printers and scanners; answer questions and perform related demonstrations as necessary.

Assure proper care and security of the computer center; assure that computers, computer programs and other materials are available for student use.

Operate, adjust and maintain a variety of computers and peripheral equipment campus-wide in coordination with Technology Services; troubleshoot and perform general maintenance and repairs to site computers and peripheral equipment; advise appropriate staff of needed repairs; periodically run diagnostic programs.

Maintain computer center in a safe, clean and orderly condition; store and maintain inventory of equipment and materials; order supplies and materials in accordance with established procedures.

Communicate with other departments, staff and school administrators and councils, concerning the operation and maintenance of site computers and peripheral equipment.

Research, preview and make recommendations concerning the purchase of new equipment and software in collaboration with Technology Services and in accordance with District standards; assist in the development and implementation of school plan for computer utilization and programs as assigned.

Participate and conduct meetings, conferences and in-service training programs as assigned; participate in fund-raising coordination for in-site technical growth as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation, adjustment and minor maintenance of school site computers, software applications and peripheral equipment.

Computers and computer use in an instructional center environment.

Requirements of maintaining a computer center in a safe, clean and orderly condition.

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

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Basic instructional techniques.

ABILITY TO:

Operate and demonstrate the use of computers, software applications and peripheral equipment.

Assist in the selection of programs and related materials appropriate for subject and grade level according to established guidelines.

Plan lessons and schedule the use of the computer center.

Diagnose and repair minor computer problems.

Understand and follow oral and written directions.

Work independently with little direction.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Observe and control student behavior according to approved policies and procedures.

Maintain routine records.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard and peripheral equipment.

Hear and speak to exchange information.

See to read a variety of materials.

Sit for extended periods of time.

Bend at the waist, kneel or crouch.

Reach overhead, above the shoulders and horizontally.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and three years experience of computer operation including some experience working with school-age children in an organized setting.

WORKING CONDITIONS:

ENVIRONMENT:

Computer center environment.

HAZARDS:

Extended viewing of a computer monitor.