

JOB DESCRIPTION Pleasanton Unified School District

SITE TECHNOLOGY SPECIALIST

Purpose Statement:

The job of Site Technology Specialist is done for the purpose/s of maintaining the operation of a technology lab(s) and overseeing the site computer system; and assists students and staff in the use of technology and software applications; and monitoring students' computer use.

Essential Functions

- Provides first point of contact to site and students to assess setup needs, technical malfunctions (including hardware and/or software applications) and network connectivity for the purpose of determining appropriate actions to maintain site computer operations.
- Assists with monitoring the technology activities of students for the purpose of maintaining a safe environment that is conducive to learning.
- Assists with scheduling of students, staff, and technical support personnel for the purpose of maintaining technology operations.
- Installs computer hardware and software applications (e.g. new computers, peripheral(s), configuring operating systems, printers,) for the purpose of providing and upgrading operational computers and instructional materials for site.
- Assists students and staff in the use of computer lab technology, software applications and related hardware for the purpose of maintaining technology operations.
- Creates and updates site information in the District Hardware and Software Inventory System for the purpose of ensuring availability of equipment and/or instructional materials, tracking district owned assets and recording all asset lifecycle events, including repair, replacement and recycling.
- Performs routine and preventive maintenance of computer equipment (e.g. cleaning, virus scanning, creating/clearing Internet bookmarks, defragmenting) for the purpose of ensuring the equipment is in safe operating condition.
- Coordinates the installation, maintenance, and repair of computer related technology on the site (classrooms, labs, offices, MPR's, CNS, ROP, and Kids Club) using cloning and updating applications and techniques when applicable.
- Configure hardware, install and test software, and verify the testing is ready by specified deadlines. Provide technical support during student testing.
- Assists staff and students in using various District Systems and setting up dedicated equipment.
- Sets up equipment and provide technical support during site and district-wide assemblies, staff development and training days as needed.
- Enters and maintains information in the district-wide Device Systems for the purpose of enabling central configuration of devices for specific uses using specialized management software access.
- Research, advise, and assist staff, administrators, and/ or Technology Committee members in identifying and purchasing new technology.

Other Functions

- Other technology related duties as assigned, including changing technologies and systems.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating technology equipment used at the site.

KNOWLEDGE is required to perform basic math, read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: operating technology equipment; using software applications and utilities.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: learning new equipment and systems with or without training; displaying mechanical aptitude; working with frequent interruptions; communicating with diverse groups; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the District's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under a generally hazard free environment and in a clean atmosphere.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

Ongoing professional development provided by District.

Certificates & Licenses

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance
Any state required clearances

FLSA Status

Non Exempt

Board Approval Date

5/9/2017

Salary Grade

Classified 18