

# SYLVAN UNION SCHOOL JOB DESCRIPTION

DRAFT

Non-Exempt

**JOB CLASSIFICATION TITLE:**           **Computer Technician**

**Description of Position** Under general supervision and direction of the Assistant Superintendent of Educational Services, performs technical functions in support of computer systems, peripherals and data communication equipment to support technology for teaching and learning to achieve the goals of the SUSD Technology Plan.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

Essential functions and responsibilities may include, but are not limited to:

1. Install technology hardware, including computers, peripherals and networked equipment and devices; install software and programming including operating systems and application software, as directed.
2. Report network problems to appropriate staff and technology providers.
3. Troubleshoot problems with computer hardware, operating systems and application software.
4. Assist employees in use of computers and technological devices.
5. Assist users in problem determination and solutions on site as well as remotely.
6. Identify equipment malfunctions and perform repairs; install replacement parts and service devices.
7. Schedule and perform, under the guidance and direction of supervisor, regular routine maintenance on all District computers, peripherals and networked equipment.
8. Pick up and deliver equipment, as necessary.
9. As directed, maintain a log and record of service, repairs and device inventory.
10. Effectively communicate and maintain cooperative relationships with all stakeholders during the course of work.
11. Perform other duties, as assigned.

## **MINIMUM QUALIFICATIONS:**

High school diploma or equivalent.

AA degree in computer science, information management/technology or closely related field and/or minimum of two (2) or more years computer and technology-related experience.

Must possess valid California Driver's License.

## **DESIRABLE QUALIFICATIONS:**

- Knowledge of computer and peripheral equipment operation and maintenance, network operations, computer operating systems and application programs.
- Knowledge of initial installation and set-up of computer and peripheral equipment in a network and hosted environment.
- Experience with general maintenance, troubleshooting and repair of computers, devices and peripheral equipment.
- Possession of technical certification in Information Technology or Managed Systems is preferred.

## **PHYSICAL REQUIREMENTS:**

*The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions:*

1. Ability to lift, carry, push, or pull objects which may exceed 50 pounds.
2. Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, climb and balance without restriction for extended periods of time.
3. Visual acuity sufficient to read, write and work with printed information as well as information on a computer or device screen/monitor.
4. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone.

5. Ability to speak clearly with the ability to be heard and understood on the telephone and other devices and in work site conversations.
6. Sufficient dexterity to manipulate small objects and print and write legibly and use hands to finger, handle, feel objects, tools or controls.
7. Sufficient physical ability to reach horizontally and vertically with arms.

**PERSONAL QUALITIES:**

1. Appearance, interpersonal and communication skills which establish a professional role model and example.
2. Ability to meet district standards for physical and mental health.
3. Ability to speak, understand, and write English clearly and accurately.
4. Ability to communicate effectively with staff and other stakeholders in a sensitive and effective manner.
5. Demonstrate good judgment, tact, patience, and confidentiality.
6. Ability to work cooperatively and professionally with all stakeholders.
7. Ability to work collaboratively, think creatively, critically and problem-solve independently.

**WORK YEAR:** Classified Calendar #6

**SALARY RANGE:** Classified Salary Schedule Range 15

CSEA Approval: Pending

Board Approval: Pending