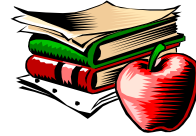




JOB DESCRIPTION
TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Technology Technician I

DEFINITION

Under the supervision of the Director of Technology, performs a variety of technical duties related to the installation, operation, and support of district instructional and management technologies; and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Develop and maintain a regular equipment cleaning and maintenance schedule for assigned technology inventory. E
- Install and maintain local area network equipment including workstations, switches, printer, and network cabling at assigned sites. E
- Support multiple mobile devices for e-mail access.
- Assist in maintenance of IP based bell, clock, environmental control and security systems. E
- Diagnose, troubleshoot, and resolve computer hardware, software, and telecommunications problems including printing, display problems, keyboard and mouse errors, and computer hardware failure and replacement. E
- Provide on-site support to maintain efficient operations for assigned sites.
- Assist in the development and implementation of training in the use of technology. E
- Provide training to staff on proper use of hardware and software including troubleshooting of minor system setup and repair problems. E
- Install custom software for use by teachers and help to diagnose problems related to its operation. E
- Learn, diagnose, and support a wide range of software to aid the instruction of students within the District. E
- Maintain records including equipment inventory, operational documentation, system support logs, training materials, support tickets, and other pertinent documents related to computer and network operations. E
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma

Specialized training in one or more of the desired skill areas.

Experience

One year supporting and maintaining computer workstations.

Licenses and Other Requirements

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

California Driver's License

KNOWLEDGE AND ABILITIES

Knowledge of

- The Tulare Joint Union High School District Technology Use Plan.
- Computer technology and software systems, application programs, and data communications networks.
- Computer installation, diagnostic, and repair practices and procedures.

Ability to

1. Analyze and diagnose technical problems with computers and related equipment and software.
2. Work effectively without immediate supervision.
3. Maintain effective and professional relationships with managers, staff, students, and vendors.
4. Maintain records and documentation.
5. Learn software and aid in its implementation in the classroom.
6. Train end users to effectively use existing and new technologies.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor environment.
- May require driving a vehicle to conduct work.

Physical Demands

- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Sitting or standing for extended periods of time.
- Occasional bending, reaching, and stretching.
- Occasional kneeling, crouching, and squatting.
- Occasional lifting, carrying, pushing, or pulling heavy objects weighing 50 pounds or more.
- Reaching horizontally and above the shoulders to retrieve supplies and install/check cables and wires.