

Enterprise Elementary School District Job Description

Job Title: Technician (Classified Position)
Department: As Assigned
Reports To: Site Administrator/Program Manager
Range: E
Prepared By: Reclassification Committee
Prepared Date: October 9, 2017
Approved By: Board of Education
Approved Date: December 6, 2017

SUMMARY: Under the general supervision of the site administrator and/or program manager; Works independently and/or as a team to support the installation and maintenance of technology at the site, program and/or district levels, including hardware and software network, and the use of technology resources by all staff. Supports and assists in implementation of district and site technology plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build and maintain positive relationships with public officials, school employees, parents and students using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Responds to assigned service calls
- Ability to drive own vehicle or district vehicle to school sites as necessary to complete assigned duties and responsibilities.
- Provides support to staff and students in the application of standard district and school software
- Provides troubleshooting assistance on all tech equipment including but not limited to: Wiring connections, network software, hardware, printers, operating systems, installation, electronic mail support and connections to the district wide area network
- Serve as a liaison with district tech staff
- Perform set up, support, repair, maintenance and cleaning of devices, accessories and systems.
- Support use of peripherals (scanners, document projectors, multi-media presentations, interactive white boards, etc.)
- Process work order requests for tech equipment needing repair
- Uses and has working knowledge of various brands, platforms of computers
- Attends in-service training, provides in-service training as required
- Assists in maintaining inventory and control records of hardware, software and related accessories.
- Record keeping as needed
- Understands, refers to, current technology board policies
- Follows copyright laws and licensing
- Performs other related duties as assigned

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) required. AA Degree and/or at least one year of related experience preferred. Ability to work effectively within the school community setting; maintains harmonious relationships with teachers, other employees, students and parents.

LANGUAGE SKILLS: Ability to read and interpret documents. Ability to prepare or assist with writing routine reports and correspondence. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the staff in the specific duties as outlined above.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid California Driver's License

MATHEMATICAL SKILLS: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, Standard English.

OTHER SKILLS AND ABILITIES: Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to operate office equipment such as, but not limited to, multi-line phone system, copy machine, fax machine, scanner, hand held radio, etc. Ability to utilize a computer for a wide variety of applications. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently sitting; required to stand; walk; use hands and fingers to touch, handle, or feel objects, or controls; reach with hands and arms above shoulders and horizontally; climb or balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 30 pounds, occasionally lift, move, push, and/or pull up to 50 pounds; lift greater than 50 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is subject to inside and occasionally outside environmental conditions; may be exposed to biohazards and sharp objects; may be required to use vehicle in the course of employment, and may be required to work at a video/computer terminal for prolonged periods. The noise level in the work environment is usually moderate.


CSEA President

12-8-17
Date


Superintendent

12/6/17
Date


Board Approval (Clerk)

12/6/17
Date