Farmersville Unified School District

JOB TITLE: SITE COMPUTER TECHNICIAN

JOB DESCRIPTION

Brief Description of the Position:

Under the supervision of the Network Manager, maintain school site technology systems (PC and MAC); provide technical support to school site teachers, and students; schedule and/or supervise the computer lab; and be a liaison between school site personnel and district-level technology support staff.

Major Duties and Responsibilities:

- Install, maintain, set up and operate, a diverse range of technology equipment including microcomputer systems and peripherals, video technology systems equipment, and audio-visual equipment
- Troubleshoot and maintain common technology equipment problems; including the replacement of damaged, non-working or missing parts; determine appropriate course of action and communicate with appropriate district-level technology support staff to facilitate service and/or repair
- Maintain server(s); add and modify user settings for access to school servers; ensure backup devices are configured and operate properly; perform proper backup procedures as required
- Load computer software on microcomputers from servers. Assist staff and students in the use, operation, and troubleshooting of operating systems and application software packages. Perform software updates as required
- Oversee maintenance, security, and proper usage of technology equipment. Communicate school site technology networking concerns and problems to appropriate district-level technology support staff
- Schedule and coordinate the use of technology equipment on the school campus
- Serve as an on-site resource person for school-site users of technology equipment
- Attend scheduled meetings with district-level technology support staff
- Assist on-site personnel in the development and implementation of training programs in the operation and care of technology equipment for the school-site staff
- Keep and maintain an accurate inventory of school-site technology equipment; including the tagging of technology assets
- Keep and maintain an accurate log of all equipment replacements
- Maintain, modify, and update the contents and development of the school site website
- Perform related duties as assigned

Education and Experience:

Licenses
- A+ Certification preferred
- Possession of a valid, appropriate California driver's license at time of appointment, and throughout employment while in this position
- Proof of current California auto liability insurance at the time of appointment, and throughout employment while in this position
- Personal transportation for job-related travel throughout the District

Education
- High school diploma supplemented by specialized training in basic computer or a related field and two years of responsible work experience in the operation and management of technology systems and equipment preferred

Knowledge and Abilities:
Knowledge of
- Basic website maintenance
- Methods, materials, and equipment used in the installation and diagnoses of technology equipment
- Computer hardware and peripherals such as disk storage devices, monitors, keyboards, CD-ROM, DVD, tape backup systems and printers
- Compatible Operating Systems and application software packages
- Proper use of diagnostic software programs sufficient to facilitate confirmation of correct system
- Operations and/or software-level repair of computer system operations
- Safe working methods and procedures
- Basic record keeping techniques sufficient to keep records of service and inventory control
- Interpersonal skills sufficient to work with students, teachers, and other district personnel

Ability to
- Effectively operate computer systems, associated peripherals, and other technology equipment used on school campuses
- Determine cause of technology equipment failure and take appropriate course of action to facilitate service and/or repair
- Operate and maintain server(s) in a timely and efficient manner
- Read, interpret, and apply information and directions found in operation and user's manuals for technology equipment
- Explain technical problems in a manner understandable by other district personnel
- Learn and acquire new skills to keep up with advances in the use application of emerging technological advancements
- Organize time and complete all assigned work efficiently and within scheduled timelines
- Understand and carry out both oral and written instructions
- Communicate clearly and concisely both orally and in written format, sufficient to understand direction and communicate relevant technical information to others
- Adapt to changing priorities
- Work independently and/or under direct supervision
- Stand, sit, and walk for extended periods of time
- Establish and maintain cooperative and effective working relationships with district staff, students, and others contacted in the carrying out of all job functions

Working Conditions:
Environment
- Office environment
- Computer lab environment
- Driving a vehicle to conduct work
- Constant interruptions

Physical Demands
- Dexterity of hands and fingers to operate a computer keyboard and peripheral equipment
- Seeing to view computer monitor and read a variety of materials
- Hearing and speaking to exchange information and make presentations
- Sitting or standing for extended periods of time
- Bending at the waist, kneeling or crouching
- Lifting and carrying moderately heavy objects weighing up to 49 pounds
- Reaching overhead, above the shoulders and horizontally

Hazards
- Extended viewing of a computer monitor

Other Requirements:
Applicants selected for employment will be required to submit fingerprint clearance, negative TB test at their own expense and a Valid California Driver's License (use of private vehicle may be required).