

# TECHNOLOGY SPECIALIST

**CLASSIFICATION:** Classified

**JOB SUMMARY:** Under direction of a site administrator or the Director of Business Services, provide technical support for district computers. Primary work location is school site or district office/continuation high school complex.

## ESSENTIAL FUNCTIONS

- Responsible for basic repairs and maintenance of computers, peripherals and AV equipment
- Install and service new equipment and set up programs and applications
- Assist faculty and staff in the use of computer technology
- Assist with instruction of staff (system and operations)
- Order, store, check out, reserve, set up and maintain accounts/records for technical supplies and equipment
- Work as part of the site and district technology services team

## OTHER FUNCTIONS

- Keep programs up to date
- Help maintain school wide network
- Maintain e-mail server and web site for primary work location
- Assist with use of equipment and programs when needed
- Keep logs and send reports to supervisor/district technology team
- Support staff with independent study programs and/or summer school as appropriate to assignment
- Other related duties as assigned
- Technology Specialist assigned to district office/continuation high school complex will have additional duties as assigned by the Superintendent/designee.

## EMPLOYMENT STANDARDS

- **Training and Experience** - Familiarity and technical experience with Macintosh, Windows computers, experience with NT Workstation and Server, Novell, TCP/IP, e-mail, and Internet, willingness to attend conferences and trainings.
- **Abilities** - Ability to: provide technical support to staff and high school aged students, follow oral and written instructions. Possess organizational skills, record keeping and inventory skills. Must be a quick learner who works well with others.
- **Physical Effort/Working Environment** - Medium physical effort; frequent standing or walking; frequent handling of parcels or supplies up to 50 lb. Indoor work environment. A pre-placement physical examination may be required.
- **Licenses and Certifications** - A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations required. A Class A Computer Technician certification is desirable.
- **Education** - AA degree or equivalent experience. Include NT and/or Novell and MAC training/knowledge.

West Sonoma County Union High School District  
Classified Salary Schedule - Range 50  
8 hrs per day, 10.5 months (230 days) or 12 months  
Approved: August 23, 2000  
Revised: 2/28/02; 1/21/04;