

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: INFORMATION TECHNOLOGY TECHNICIAN

DEFINITION: Under the direct supervision of the school Principal and in conjunction with the Technology Systems Director, works independently and with a high level of responsibility according to a developed plan or outline, and is responsible for maintaining, coordinating, and operating computer resources as assigned.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Responsible for maintaining, coordinating and operating district technology resources
- Catalog and inventory district technology
- Perform routine maintenance of the computers
- Coordinate the repair of the computers, network and software
- Coordinate necessary repairs of hardware
- Provide technical support to school sites
- Respond to Help Tickets
- Plan, evaluate, select, recommend, and implement District Technology policies
- Serve on school and/or District Technology Committee
- Support District Technology Department
- Provide training
- Create, update and implement a site technology plan
- Design, update and maintain designated website/s
- Audio video systems integration
- Other duties as assigned

ESSENTIAL FUNCTIONS, unique but not limited to:

Elementary Schools

- Instruct students in the proper care and operation of computers
- Instruct students in the basic understanding of software packages
- Maintain a written class schedule for the lab
- Prepare reports related to the effectiveness of the lab

Secondary Schools

- Manage authorized budget/s

QUALIFICATIONS:

Knowledge of:

- Computer systems, audio video systems and their functions
- Basic computer troubleshooting for hardware and software
- Chrome OS, Linux OS, and Windows OS, Apple OS
- Basic Cyber Security Practices
- Basic understanding of networking, web servers, DHCP's and DNS systems
- Basic Web Authoring

POSITION TITLE: INFORMATION TECHNOLOGY TECHNICIAN, *Continued*
QUALIFICATIONS *continued*:

Ability to:

- Understand and communicate oral and written directions effectively
- Work effectively with students, staff, and the general public with a minimum of supervision
- Be a self-motivated person who can assume responsibility and work on own initiative

EDUCATION AND EXPERIENCE:

- Related experience with computers, computer and network repair paid or voluntary
- Completion of the twelfth grade
- College coursework in computers and/or computer applications is desirable

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Use hands and fingers with dexterity
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, crawl and stoop
- Lift and carry 40 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Indoor working conditions subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, crawling, pushing/pulling of file drawers, reaching in all directions, periods of time working at a computer terminal

LICENSE OR CERTIFICATE:

- G-Suite Cloud Apps
- A+ Certifications
- Possession of a valid California Driver's License
- Valid CPR/First Aid Certification is desirable

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures

Adopted by the Board of Education:

Revised and Approved: 9-19-2019, 12-16-21