

## **GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT**

**JOB TITLE:** Technology Assistant

### **DESCRIPTION OF BASIC RESPONSIBILITIES**

Under the direction of the District Technology Coordinator, supports and maintains technology at all sites throughout the district. Assists site administrators, teachers, and other District staff to assemble, install, configure, and trouble shoot various types of computers, software or network components.

**SUPERVISOR:** District Technology Coordinator

### **TYPICAL DUTIES:**

1. Assists all District staff with desktop support.
2. Troubleshoots independent computer problems and computer network problems at all district sites.
3. Installs hardware components as needed at all sites.
4. Installs software on district computers as necessary.
5. Configures and supports network, e-mail, and web servers as requested.
6. Updates District web-site as needed.
7. Maintains District database as requested.
8. Works with District Maintenance Department and third party vendors in installing LAN/WAN hardware.
9. Serves as a resource person to all District staff in providing assistance in the training and use of computers and software.
10. Repairs, upgrades, and salvages hardware.
11. Other duties similar in nature as assigned.

### **EDUCATION, EXPERIENCE & REQUIREMENTS**

- Demonstrated knowledge in computers, software, or related technology.
- Experience working with technology programs, hardware, and software.
- California Drivers License and evidence of insurability.
- TB Test clearance.
- Criminal Justice Fingerprint clearance.

### **EMPLOYMENT STANDARDS**

**Knowledge of:**

- Mini computer operations and systems maintenance including PC and Apple systems.
- Computer and network hardware/software.
- Computer operating systems.
- E-mail client software such as Eudora and Outlook.
- Configuration of Internet software in a WAN/LAN environment.
- Ability to troubleshoot Windows and Apple operating systems.
- Web site maintenance.

**Ability to:**

- Work with teachers, administrators, students, and community members.
- Work with other technical personnel.
- Read, interpret and apply complex technical publications, manuals, and other documents.
- Communicate effectively.
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**PHYSICAL CHARACTERISTICS:**

1. Sufficient vision to read printed materials.
2. Sufficient hearing to conduct, in person and by telephone, normal conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office, and media equipment.
5. Physical, mental, and emotional stamina to endure sometimes stressful conditions.
6. Carrying, pushing, pulling, and lifting heavy objects.

**MEDICAL CATEGORY:****Moderate Physical Effort**

1. Normally located in a work environment with moderate physical qualifications and requirements.
2. Ability to lift 50 lbs. maximum or 100 lbs. maximum with assistance or carry any object weighing 25 lbs.
3. Physical evaluation is required. It is performed for the District by Schools Insurance Authority evaluator.

Approved by the Board on June 27, 2000.