Sulphur Springs Union School District
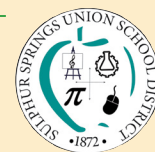## Serving Grades - K – 6

27000 Weyerhaeuser Way, Santa Clarita, CA 91351   661-252-5131   www.sssd.k12.ca.us

Canyon Springs Community School	*Fair Oaks Ranch Community School*	*Golden Oak Community School*
Leona Cox Community School	*Mint Canyon Community School*	*Mitchell Community School*
Pinetree Community School	*Sulphur Springs Community School*	*Valley View Community School*

TECHNOLOGY SPECIALIST

DEFINITION
Under the direction of the Manager of Technology Services, will assist and participate in maintaining, implementing, and modifying technological systems in conjunction with the School District Technology Services department. Perform a variety of advanced level skilled duties and responsibilities in the installation, repair, and maintenance of microcomputer and technological systems throughout the district. Provides technical support for users of the district's Apple computing systems; coordinates training programs; assists with the installation and the maintenance of district computer hardware and software.

Additionally, the Technology Specialist is to provide support for networking management and administration, PC computer systems and PC servers, web servers and web site administration.

EXAMPLES OF DUTIES

Essential Functions:
The tasks listed in this section are representative of duties assigned to positions. This list is not intended to be an all inclusive list of all tasks assigned to this position.

Oversees, maintains, troubleshoots, trains and keeps inventory of school site technology, including, but not limited to, smartboards, computers, staff email, printers, Apple iPads, pre-slugs, AR (usernames and logins), software, sound systems, science labs, responders, and inventory procedures

Develops and maintains a working knowledge of existing and new computer applications.

Troubleshoots minor and major information system failures and coordinates computer system maintenance activities with vendors or district staff.

Monitors information system statistics, collecting performance related details and installing upgrades or enhancements to existing systems.

Operates various software programs, understanding the interactive behavior of the computer equipment and programs which may require updating, organizing, editing, and routine maintenance.

Performs technical and routine maintenance and repairs on computer equipment which require special training and experiences.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

District Fax #'s

Business Services 661-252-8814	*Instructional Services 661-252-6847*	*Special Education Services 661-252-6229*
Personnel Services 661-252-3589	*Superintendent 661-252-6849*	*Technology Dept. 661-252-6848*

QUALIFICATIONS
Knowledge of:
Systems management utilizing Macintosh and PC based microcomputer technologies.
General data processing principles and procedures.
Macintosh and PC based applications software, including database management, word processing, and spreadsheets.
Basic maintenance of all technology systems.

Ability to:
Effectively and efficiently install, replace and repair various types of computers, network systems and electronic equipment.
Devise and adopt work procedures and record keeping systems to meet changing organizational needs and priorities.
Communicate effectively, understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.
Prioritize support requests to minimize user downtime.
Train other employees in the use and operation of computer equipment and software programs.

Licenses Required:
Possession of a valid and appropriate California Driver's License.

Other Requirements:
Must successfully pass District skills test.

EDUCATION AND EXPERIENCE
Any combination of experience and education equivalent to: two (2) years of college level course work in computer science, data communications, electrical engineering or a high school diploma with equivalent work experience in the computer field, preferably including experience with various operating systems such as Macintosh, MS-DOS, Windows, Unix, Linux, LAN/WAN protocols and systems.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT
The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of the essential functions of this job, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS ASSOCIATED TASKS

Vision: (which may be corrected)   **To Perform Tasks Such As To:**
Read small print   Maintain records; review catalogs

Hearing: (which may be corrected)   **To Perform Tasks Such As To:**
Understand speech   Order books and supplies; hear staff requests for assistance

Speech: **To Perform Tasks Such As To:**
Speak with a level of proficiency and   Order books and supplies; communicate with staff
volume to be understood over a
telephone and face-to-face.

Upper Body Mobility:
Use hands and fingers to feel, grasp and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow
Extend arms to reach outward and upward
Use hands and arms to lift objects
Turn, raise, and lower head

To Perform Tasks Such As To:
Maintain written and computer records

Maintain and operate equipment

Lower Body Mobility:
Walk on even surfaces
Stand for periods of one hour
Walk at various locations
Sit for prolonged periods of time

To Perform Tasks Such As To:
Follow service schedule
Operate and repair equipment

Strength:
To lift, push, pull and/or carry objects, on a frequent basis, which weigh as much as 50 pounds.

To Perform Tasks Such As To:
Lift, carry, push, pull or otherwise move objects

Environmental Requirements:
Work interruptions
Work independently
Work cooperatively with others
Work inside

To Perform Tasks Such As To:
Assist staff
Plan and schedule work to meet deadlines
Instruct staff on software
Perform repairs

Mental Requirements:
Read, write, understand, interpret, complex information
Math skills at a basic level
Judgment
Listen
Demonstrate and give verbal/written instructions
Write/compose at an intermediate college level

To Perform Tasks Such As To:
Assist staff in finding materials
Order supplies and keep records
Work with staff to find needed materials
Understand questions from staff
Instruct staff on software equipment and materials
Complete necessary reports

Updated: 7/2013