

# WINDSOR UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

### **TITLE: Technology Technician**

#### **DEFINITION:**

Under the direction of the District Technology and Information Services Manager, the Technology Technician assists with the installation, daily operations, maintenance and enhancements of all District hardware and software. The technician installs, maintains, tests and repairs hardware used by WUSD students and staff and supports installation and implementation of various technology systems. The technician supports the on-going service of District computers, printers, and peripheral devices, and installs various software programs on District equipment.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

- Provides remote support to District personnel to solve technology problems
- Supports staff and students in the use of basic educational applications, Local Area Network and productivity software
- Assists staff in determining lab and equipment configuration, upgrade or modification
- Assists in the planning, development and implementation of programs and systems
- Contacts staff to communicate the status of technology repairs or new equipment installation
- Maintains and stocks peripheral supplies, hardware components, and software
- Completes inventory accounting of District equipment
- Assists in coordination of warranty work for District equipment
- Delivers equipment to various school sites and purchases supplies and equipment from technology vendors
- Communicates with technology vendors to request quotes to assist in the purchasing process
- Repairs or replaces hard drives, disk drives or other computer hardware
- Directs the work of student assistants to repair malfunctioning equipment
- Performs other related duties as assigned

#### **REQUIRED QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

#### **KNOWLEDGE OF:**

- Various forms of electronic technology suitable for educational applications
- The use of a variety of computer systems and software and their application to District needs

- Basic computer functions including hard drives, keyboards, printers, scanners, and projectors
- Basic operation of computer networks
- Apple and PC operating systems and related software

**ABILITY TO:**

- Establish and maintain cooperative working relationships with those contacted in the course of work
- Read and understand technical manuals and reports
- Operate a variety of computer systems, networks, and application software
- Maintain confidentiality of school related information
- Identify, diagnose and find effective solutions to problems related to computer hardware and software

**EXPERIENCE AND EDUCATION**

**EXPERIENCE:**

- At least two years of experience working with computer hardware, software and peripherals, repairing and installing technology equipment

**REQUIRED EDUCATION:**

- High school graduate or equivalent
- At least one year of training in computer and/or network information systems or comparable experience in a work environment

**PHYSICAL ACTIVITY REQUIREMENTS:**

- Standing, walking, bending, stooping and/or climbing
- Daily lifting and carrying of heavy objects up to 45 lbs.

**LICENSE:**

- Possess and maintain a valid California Driver's License
- Possess and maintain a good driving record

**DESIRABLE QUALIFICATIONS**

- Post high school training in a field related to technology
- Ability to communicate in Spanish

First Reading: 1/15/2008  
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