

SUNNYVALE SCHOOL DISTRICT

April 2018

CLASS TITLE: COMPUTER SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor provide training and assistance to students and staff concerning the operation of computers and related peripheral equipment; troubleshoot and perform general maintenance and repairs to computers and peripheral equipment.

ESSENTIAL DUTIES:

Oversee technology at an assigned school site(s). Effectively work across multiple technology platforms.

Operate, adjust and maintain a variety of technology and peripheral equipment; advise staff of needed repairs.

Provide assistance to students and staff in the use of technology.

Oversee the acquisition, installation and inventory of new site technology.

Coordinate and work with LRC person on the storage and inventory of technology for the school site(s). Set procedures to accurately control and verify said technology inventory. Run and manage inventory reporting as needed or requested.

Research, advise and purchase technology according to the site Principal's instruction.

Collaborate with staff and site Principal on site needs and opportunities in regards to site technology.

Manage and control software applications for both site and district.

Assist the site Principals in the administration of the state testing. Assistance is including, but not limited to purchase of needed technology and peripherals, scheduling, re-assigning technology, resolving technology issues, assisting with program issues, being a front line point of contact on testing days.

Monitor the appropriate use of the technology and report misuse of technology to the site Principals.

Liaison with the District IT Department on matters related to technology.

Prepare and maintain a variety of records related to assigned activities.

Attend and participate in meetings, conferences and seminars related to computer technology.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and procedures of operating computers, software systems and peripheral equipment.
Basic instructional methods and techniques.
Basic record-keeping techniques.
Basic inventory methods and practices.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.

ABILITY TO:

Operate computers and a variety of peripheral equipment properly and efficiently.
Provide instruction and assistance to students and staff in the use of computers and related peripheral equipment.
Store and maintain inventory of lab equipment and materials.
Troubleshoot and perform general maintenance and repairs to computers and peripheral equipment.
Research, preview and make recommendations concerning the purchase of new equipment and software.
Work independently with little direction.
Maintain routine records related to assigned activities.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Possess a high school diploma and an AA degree from an accredited college or university, *or* 48 semester units from an institute of higher education, *or* have demonstrated knowledge of Language Arts, Mathematics and the Ability to Assist in Instruction (Test).
Two years of instructional assistance experience including some experience in the set-up, operations and maintenance of computers.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Lifting, carrying, pushing or pulling moderately heavy materials and supplies, up to 25 pounds.

HAZARDS:

Extended viewing of a computer monitor.

TERMS OF

EMPLOYMENT:

Salary and terms of employment are described in the Agreement between Sunnyvale School District and California School Employees Association.

EVALUATION:

Performance of this job will be evaluated in accordance to Agreement between Sunnyvale School District and California School Employees Association.