

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 20, 2005

Revised: May 17, 2017

Salary Schedule: 20; Row: 35

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: INFORMATION TECHNOLOGY TECHNICIAN I

JOB PURPOSE STATEMENT: Under the supervision of the Director of Technology, troubleshoots, repairs or upgrades PC applications and other computer needs as required; keeps district staff informed and up-to date on software and hardware changes, developments, etc.; assists the Director of Technology in the management of information systems security; and orients users to new systems and procedures.

JOB FUNCTIONS:

- Installs and tests PC and Mac computers and peripherals, new software and software upgrades
- Provides basic instruction to users for new technology implementations
- Sets up, maintains, and administers server/workstation networks
- Establishes network performance and security standards
- Monitors and optimizes network performance and security
- Estimates cost and time for major upgrades
- Facilitates user requests to enhance efficiency of computer and network use
- Serves as a resource to administrators, teachers and staff
- Diagnoses and resolves technical problems for instructional and administrative personnel
- Recommends major repairs or replacement as appropriate
- Knows Windows server, active directory
- Knows Microsoft Exchange and newer versions
- Knows Windows, Windows , Mac operating systems
- Knows directory services structure and administration

JOB FUNCTIONS – continued

- Knows TCP/IP and IPX network protocols
- Knows basic productivity applications
- Knows school administration software
- Knows internet and intranet software and applications
- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, squat, bend, lift (25 pounds), carry (25 pounds), push/pull (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate computer equipment with speed and accuracy

JOB QUALIFICATIONS:

Education/Experience:

- Any combination of education and experience equivalent to an Associate of Science degree; and two (2) or more years of general computer and network equipment installation.

JOB QUALIFICATIONS – continued

Licenses, Certifications, Bonding, and/or Testing:

- Valid Driver's License
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.