

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: November 14, 2007

Revisions Approved: May 17, 2017

Salary Schedule: 20; Row: 24

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 III**

JOB PURPOSE STATEMENT: Under general supervision, performs a combination of technical and resource services in the installation, operation, and troubleshooting of computers and associated peripherals; installs software and hardware; and provides support services to users.

JOB FUNCTIONS:

- Receives, inspects, and sets up new computers and peripherals
- Assists teachers to incorporate computer resources into classroom lesson plans
- Diagnoses and repairs basic hardware problems
- Establishes and maintains technical support records
- Installs microcomputers, peripheral equipment, hardware and software, upgrades; assists in installing computers and cabling for Local Area Networks (LANs)
- Performs diagnostics on microcomputers; installs operating systems and network client software on microcomputers
- Performs backups as appropriate; archives data and restores data as needed
- Maintains and updates hardware and software inventory
- Provides and assists in providing users with software, hardware, and peripheral equipment training; assists users in accessing and interpreting information in manuals and electronic forms of documentation
- Maintains accurate records of completed work
- Provides support for District's networking operations
- Participates in District training programs

JOB FUNCTIONS – continued

- Maintains current knowledge of technological advances and industry standards and trends
- Knows general application software related to assigned activities
- Knows microcomputer applications, operations, and peripheral equipment
- Knows reporting procedures, record keeping, and report generation
- Knows basic arithmetic
- Knows modern office methods, practices, and procedures involving the use of computer technology and related equipment
- Learns and effectively uses software specific to District needs
- Reads, comprehends, and applies general instructions and related technical information
- Trains or assists in providing training to users
- Provides technical assistance
- Operates computers, computer peripherals and standard office equipment
- Installs software and provides basic instructions on its use
- Generates and maintains records as they pertain to their duties and assignments
- Troubleshoots microcomputers and related software and peripherals
- Works effectively with minimal supervision
- Understands and follows oral and written instructions
- Communicates effectively both orally and in writing
- Establishes and maintains cooperative and effective working relations with others
- Works effectively under pressure in a fast-paced environment and under strict deadlines
- Works efficiently with frequent interruptions
- Schedules and performs work to meet established timelines
- Establishes and maintains effective working relationships with staff, students, parents, and community members
- Performs related duties as assigned or needed

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PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read 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 equivalent to: graduation from high school supplemented by coursework in microcomputer hardware/software and applications; one (1) year of computer related experience including hardware and software applications; experience in the use of word processing, database, and spreadsheet applications

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.