Definition
Under the supervision of the Chief Technology Officer:
maintain, repair and care for site technology equipment and software; provide intensified learning experiences for students in assigned areas; assist students and staff with instruction and related work as needed.

Examples of Duties
• Set up and provide computer maintenance for computers, printers and other peripheral equipment belonging to site and perform intermediate level trouble shooting functions.
• Install memory, install and configure software; i.e., Network Client, email client, anti-virus.
• Configure workstations, laptops and tablet computers. Create student users and manage student access.
• Install and configure student learning software specific to site and grade level.
• Plan computer distribution, perform installations and modifications including: adding and/or removing work stations, relocating work stations, organizing and carrying out the collection of surplus technology equipment.
• Complete annual technology surveys.
• Order and keep records of parts, supplies and software.
• Plan and carry out a preventative maintenance program for computers, projectors and other technology equipment.
• Replace toner cartridges and projector lamps, clean projector filters.
• Assist instructional personnel with the development and presentation of learning materials and instructional exercises.
• Provide group and individual instruction for staff and students.
• Maintain site website.
• Supervise students in the Computer Learning Lab (CLL); and maintain discipline in the absence of the teacher.
• Assist in recording and maintaining individual student progress (site specific).
• Maintain a neat, orderly and attractive learning environment by performing such tasks as cleaning the room, arranging displays, or preparing bulletin boards.

Desirable Qualifications
Knowledge of:
• The operation of computer hardware and software and peripherals.
• Computer networking.
• Strategies for managing students in a classroom setting.
• Techniques used in supervising and motivating students.
• Correct English usage.
• Routine record keeping.
• General purposes and goals of public education.

Ability to:
• Assume responsibility for supervising students.
• Work effectively with all students.
• Work cooperatively with the teacher whose students are assigned to the CLL classroom.
• Learn and utilize basic methods and procedures to be followed in an instructional setting.
• Maintain cooperative and effective working relationships with children and adults.

Experience
One year experience maintaining personal computers, including installing and troubleshooting hardware and software.

Education
Completion of twelfth grade; courses in computer maintenance, Word, Excel, PowerPoint, and email. No Child Left Behind (NCLB) compliant: 40 units or passing a MUSD administered test.

License
Valid California motor vehicle operator’s license