

# EVERGREEN ELEMENTARY SCHOOL DISTRICT

## CLASS TITLE: TECHNOLOGY PROJECT TECHNICIAN

### BASIC FUNCTION:

Under the direction of the Information Services Manager, initiate, develop and assist with essential district technology projects and/or programs as appropriate. Install, repair and maintain district-wide technology equipment including computers, audio-visual equipment and related peripherals; provide network support and assure proper functionality of the network. Install, upgrade and manage operational software as directed. Document all work utilizing Evergreen School District Help Desk System.

### REPRESENTATIVE DUTIES:

With direction, plan, initiate, develop, and assist with the implementation of technology based projects and/or programs.

Install, repair and maintain district-wide technology equipment including computers, audio-visual equipment and related peripherals; troubleshoot, repair, maintain and adjust technology equipment; troubleshoot and perform repairs to technology equipment; drive to various sites to assist others or make repairs as needed.

Provide network support and assure proper functionality of the network; troubleshoot problems and make adjustments or modifications as needed. Install, upgrade and maintain instructional department software.

Provide oral and written instructions relating to proper operation, repair and maintenance of hardware and software.

Plan, organize and prioritize assigned tasks; estimate labor, time and material costs.

Maintain records and prepare reports on work completed; maintain inventory of parts and supplies; stock and order supplies as needed; make recommendations regarding hardware, software and other technology purchases as requested.

Attend workshops and seminars to maintain current knowledge of technological advances in the field.

Communicate with outside organizations and vendors to discuss or coordinate repair activities, obtain information, order supplies, and resolve issues or concerns.

Perform other related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Materials, methods and tools used in the operation and repair of a variety of technology equipment.

Network operations including hardware and software.

System procedures and terminology.

Operation of various computer components.

Operations, use and care of specialized equipment including diagnostic and precision power hand tools.

Basic record-keeping techniques.

Interpersonal skills including tact, patience and courtesy.

Work cooperatively with cyber-squad, technology staff developers, Evergreen School District departments and Administration.

**ABILITY TO:**

Perform skilled work involved in repairing technology equipment and peripherals.  
Provide network support and assure proper functionality of the network.  
Provide instruction on technology equipment operation.  
Troubleshoot, analyze and diagnose mechanical difficulties.  
Read and interpret technical equipment diagrams, specifications, manuals, schematics and instructions.  
Estimate labor and material costs.  
Communicate, project plan, oversee and/or direct technology projects.  
Plan, organize and prioritize work.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level course work supplemented by training in electronic equipment service work and two years of experience in the repair of electronic and computer equipment and peripherals.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.  
Driving a vehicle to conduct work.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and specialized electrical hand and power tools.  
Reaching overhead, above the shoulders and horizontally.  
Standing for extended periods of time.  
Bending at the waist, kneeling or crouching to perform repair work.  
Lifting, carrying, pushing or pulling heavy objects.  
Seeing to view a computer monitor.

Classified Salary Schedule: Range 38