

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: November 14, 2007
Salary Schedule: 20; Row: 22

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

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

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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

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JOB FUNCTIONS – continued

- Establishes and maintains effective working relationships with staff, students, parents, and community members
- Performs 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 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

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Licenses, Certifications, Bonding, and/or Testing – continued

- Criminal Justice Fingerprint Clearance

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