

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 16, 2003
Salary Schedule: 261; Row 2

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: DIRECTOR OF TECHNOLOGY

JOB PURPOSE STATEMENT: Under the direction of the Assistant Superintendent, to assure the smooth operation of all technological operations for the district including management, providing technical and resource assistance, troubleshooting, resolution, installation, and maintenance.

JOB FUNCTIONS:

- To perform a variety of technical resource services in the installation, troubleshooting, and maintenance of hardware and software; install, configure and maintain a variety of multi-vendor hardware and software in workstations and stand alone environments; repair and replace hardware as needed
- To provide technical assistance to LAN users; respond to technical inquiries and provide information; identify, troubleshoot and resolve network issues related to printing, application access, workstation communication and memory management for district users
- To assign and maintain network user account in a multi-platform network; troubleshoot and resolve password issues; assure new users are added to the intra-district e-mail server
- To maintain network backups; design, customize and configure network images for distribution access the network utilizing a variety of imaging software
- To configure computers for network and printing applications according to district standards; troubleshoot and resolve printer and printer communication issues; assure proper internet and e-mail access; install appropriate software and hardware
- To assist in the integration of technology into the district's curriculum
- To program theories and languages determined by current applications
- To use English properly, reading, writing, punctuation, and math at a level necessary to perform assigned tasks

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JOB FUNCTIONS – continued

- To determine priorities and schedule work effectively and efficiently
- To use interpersonal skills with tact, patience and courtesy
- To work independently and maintain high standards of workmanship
- To communicate effectively and tactfully in both oral and written forms
- To be a productive and active team member
- To work successfully with diverse groups of people
- To maintain a pleasant appearance and demeanor
- To handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations
- To exercise independent judgment and problem-solving skills related to specific areas of responsibility

KNOWLEDGE OF:

- SASI XP software programs, including district integration, grades, attendance, counseling, and functions
- Appropriate diagnostic tools and program documentation
- Technical aspects of field of specialty
- Data processing systems and procedures and data communications and network protocols
- Network operating software and troubleshooting tools currently used by the District
- Wide area networking hardware and programming currently used by the District
- E-mail systems - client setup and server
- Internet and Intranet Software applications
- Telco services, such as T1, frame relay and ISDN

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KNOWLEDGE OF – continued

- BM compatible and Macintosh hardware and operating systems currently used by the District
- LAN and WAN computer/peripheral systems and design, install, maintain, and administer such

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, bend, and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education/Experience Required:

- Bachelor's Degree
- Two or more years of network and general computer experience

Licenses, Certifications, Bonding, and/or Testing Required:

- Microsoft MCSE or Windows or CNE certification
- Certificate or degree in networking of data systems

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

- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position