



CASTAIC UNION SCHOOL DISTRICT

28131 Livingston Avenue • Valencia, California 91355
Phone: (661) 257-4500 • Fax: (661) 257-5737 • www.castaicusd.com

Fred Malcomb • Mayreen Burk • Stacy Dobbs • Laura Pearson • John Richard
President Clerk Member Member Member

CLASSIFIED EMPLOYMENT OPPORTUNITY

TECHNOLOGY SUPPORT TECHNICIAN

District Office

6.0 hrs per day from 8:00 am to 2:30 pm / 215 work days per year

Salary: Range 15, New Hire Entry Placement Step 1 - 3, \$16.19 - 18.20 per hour

OPENING DATE: March 13, 2020

CLOSING DATE: March 26, 2020 by 4:00 p.m.

CLASS DEFINITION: Classified

Under the direction of the District Network Supervisor, the Technology Support Technician will support and maintain computers, software and classroom technology.

QUALIFICATIONS:

1. Must successfully complete a pre-employment medical examination and be free of communicable diseases. Must meet district and state standards for physical and mental health.
2. High school diploma or equivalent.
3. Able to pass the district proficiency examination.
4. Possess a valid California class C driver's license.
5. Must be highly organized.
6. Ability to troubleshoot and repair computers and classroom technology.
7. Working knowledge of personal computers, Microsoft operating systems, Chrome OS, Microsoft Office and a wide variety of software and applications.
8. Previous experience in the use and configuration of computer peripherals such as printers, keyboards, mice and scanners.
9. Working knowledge of classroom technology such as interactive boards, projectors, document cameras and video distribution.
10. A+ certification or equivalent preferred.
11. Ability to use a keyboard or other input devices.
12. Ability to effectively communicate with staff and technical support using methods such as email, phone calls and other forms of communication.
13. Ability to compose and write brief informational items using appropriate grammar and correct spelling.

PERFORMANCE RESPONSIBILITIES:

1. Will perform routine maintenance, installation, trouble shooting, and repair computer hardware, software, peripherals, phones and classroom technology.
2. Contact and communicate with computer hardware and software suppliers to obtain support and product information for technology.
3. Respond to support requests.
4. Assist with maintaining the day-to-day operations of the Castaic Union School District's Local Area Network.
5. Will understand and utilize operating systems. Examples include Microsoft, Apple and Chrome.

6. Will provide technical assistance and guidance to staff for use of computers, software and classroom technology.
7. Ability to work with large and small groups to provide in-service training as needed.
8. Performs other duties as assigned.

PHYSICAL DEMANDS:

Incorporated within one or more of the Performance Responsibilities of this job description are the following essential physical requirements.

- a. Ability to work at a desk, conference table or in meetings of various configurations.
- b. Ability to stand, walk and be physically active for extended periods of time up to the duration of the shift.
- c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- d. Ability to hear and understand speech at normal levels.
- e. Ability to communicate so others will be able to clearly understand a normal conversation.
- f. Ability to bend and twist, sit, stoop, kneel, push, pull, and crawl.
- g. Able to climb slopes, stairs, steps, ramps and ladders.
- h. Ability to lift 40 lbs.
- i. Ability to carry 40 lbs.
- j. Able to hold items at shoulder height or above
- k. Able to exhibit full range of motion for:
 - Shoulder external rotation and internal rotation
 - Shoulder abduction and adduction
 - Elbow flexion and extension
 - Shoulder extension and flexion
 - Back lateral flexion
 - Hip flexion and extension
 - Knee flexion and extension
- l. Ability to reach in all directions.
- m. Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Environment: Work is typically performed in a school environment. The work environment is moderately noisy.

Exposures, Risks and Hazards: While performing the duties of this classification, an employee is exposed to demanding time lines, constant interruptions, the normal risks and hazards of operating and repairing computer-related equipment.

Application Forms Available at www.castaicusd.com

In accordance with Public Law 99-603 (U.S. Immigration and Naturalization Service), we wish to give all applicants this preliminary advice: PL 99-603 requires that all employees hired after November 6, 1986, provide proof of work eligibility and, therefore, we are asking that applicants be prepared to provide appropriate documentation which establishes their right to work in this country. The Castaic Union School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices. This non-discrimination regulation covers admission and access to, and treatment and employment in, the District's programs and activities. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the district's grievance procedures, may be directed to: Title IX (or sex equity) Coordinator and Section 504 (or disability) Coordinator, Steve Doyle, Superintendent, Castaic Union School District.