

LAYTONVILLE UNIFIED SCHOOL DISTRICT

Technology Specialist

Definition: Under the general supervision of a site principal, provides technical support services to the District, maintains and upgrades computer hardware and software, participates in the District's technology program, provides staff development and instructs students in computer usage, and performs related work as required.

Examples of Duties:

- Operate a computer lab utilizing a variety of computers, peripheral equipment and software. **E**
- Instruct students in computer usage, keyboarding and software application. Monitor and report student progress to classroom teacher. **E**
- Assist teachers with curriculum applications of technology in the lab and in the classroom. Provide inservice training for teachers on computer usage. **E**
- Serve as resource on software application, cyber technology subjects, selection of age-appropriate material, and on the development of educational materials. **E**
- Install, maintain, upgrade, and network a variety of computers and peripheral equipment and troubleshoot and perform repairs. **E**
- Serve as District tech Committee, attend District meetings involving technology; serve as technology liaison with other agencies. **E**
- Install, delete, clean-up and maintain computer files. **E**
- Assist in the development, installation and operation of computer networks. **E**
- Advise and monitor tech budgets including ordering, and write tech grant proposals. **E**
- Other related duties as assigned **E**

Minimum Qualifications:

- Education equivalent to graduation from high school.
- Two years of formal post-secondary computer education or two years employment experience working with computers in a technological capacity.
- Ability to work effectively with children individually and in a group setting.

Desirable Qualifications:

- AA or higher degree and extended experience with computers in a professional setting
- Current First Aid card and CPR certification

Licenses and Certificates Required:

- Possess or obtain upon employment, a valid California Driver License.

Physical Abilities Required:

- Sufficient mobility to move around in a classroom or computer lab including stopping, kneeling and reaching overhead,
- Ability to lift objects weighing up to 25 pounds from floor to counter height and to move those objects.

E=Essential

Adopted: 09/14/00

Revised November 2019