

## **SITE TECHNOLOGY ASSISTANT**

**CLASSIFICATION:** Classified.

**JOB SUMMARY:** Under general supervision, provide technical assistance to students and staff at the high school level, both individually and in groups. Maintain inventory, technical supplies and equipment. Assist with specific lab areas as needed, and perform other related duties as assigned. Reports to tech liaison, evaluated by site principal.

**ESSENTIAL DUTIES:**

- Perform on call basic repairs and maintenance of computers, peripherals and AV equipment.
- Oversee usage and equipment in the lab/library
- Assist with instruction (system and operations)
- Assist with maintenance of school networks
- Order, store, check out, reserve, set up and maintain accounts/records for technical supplies and equipment
- Work with district technology systems coordinator
- Install new equipment and set up programs and applications

**OTHER DUTIES:**

- Keep programs up to date
- Maintain school web site
- Assist with use of equipment and programs as needed
- Keep logs and send reports to tech liaison

**EMPLOYMENT STANDARDS:**

**Training and Experience:** Familiarity and technical experience with Macintosh and Windows computers, willingness to attend conferences and trainings, experience with Internet and maintenance of web sites.

**Abilities:** Ability to provide technical support to staff and high school aged students. Possess organizational skills, recordkeeping and inventory skills, and ability to follow oral and written instructions. Must be a quick learner who works well with others.

**Physical Effort/Working Environment:** Light physical effort; occasional standing or walking; periodic handling of light weight parcels or supplies. Indoor work environment.

**Licenses and Certifications:** A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required. A Class A Computer Technician certification is desirable.

**Education:** AA degree or equivalent experience

West Sonoma County Union High School District  
Classified Salary Schedule - Range 28  
8 hrs per day, SY (182 days)  
Approved: AUGUST 27, 1998  
Revised: