

CENTRAL SCHOOL DISTRICT

Job Title: Educational Services Technician II

Occupational Group: Clerical

Reports to: Assistant Superintendent of Student
Achievement and Educational Services

Pay Range: 23

Board Approval: 7/18/2021

Work Year: 12 months

DEFINITION

Under general supervision, to perform a wide variety of duties related to the district wide operation of computer systems and networks including educational technologies, student assessments and training for various sites and departments; provide computer support to all departments and school sites; perform a wide variety of complex clerical functions; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or equivalent, including or supplemented by coursework or training in computers and software support. Position also requires knowledge of typing, record management and general office practices.
- Department of Justice clearance
- Current TB test with screening every 4 years to remain up to date
- Valid California Driver's License

Experience:

- Two years of experience related to computer hardware and software applications, including networking systems, and experience with general and complex office duties and computer-based clerical functions.

Knowledge and Abilities:

Knowledge of:

High degree of computer literacy, technical operation of computers, peripheral equipment; software applications; modern office practices, procedures and techniques; English learner compliance regulations; proper English usage, spelling, grammar, punctuation and mathematical concepts; record storage, retrieval and management systems.

Ability to:

Provide technical support and training to district staff; perform general office work and mathematical calculations with speed and accuracy; operate office equipment skillfully and efficiently; ability to type accurately and proficiently; understand and carry out oral and written directions; exercise responsible judgment: establish and maintain cooperative working relationships with those contacted in the course of the workday including but not limited to staff, students and parents; communicate effectively with district employees and public; provide positive customer service; be flexible, problem solve and adjust assignments on short notice.

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor any one position limited to any one or more of these duties:

1. Create, review and monitor technical reports and programs as needed from data for administrators and school sites that are necessary to the monitoring and follow up of students as it relates to student files. E
2. Support the District's student data system, backing up records as needed and related maintenance tasks. E

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3. Train, support and assist district personnel in computer systems, procedures, and use of computer hardware and software. **E**
4. Develop training programs, materials and written procedures for computer users. **E**
5. Prepare and maintain required records and reports including training documentation, equipment asset tagging inventory, passwords, licenses and work orders. **E**
6. Perform a variety of data entry and extraction functions using a computer and storage and retrieval systems. **E**
7. Assist site and district personnel with problems, concerns and questions about software and hardware and recommended possible solutions for these concerns. **E**
8. Perform a variety of clerical tasks, including typing, proofreading, filing and the recording of data. **E**
9. Type from rough drafts, notes and prepare final copy of material which may involve utilization of computer equipment and software. **E**
10. Assist visitors; answer routine inquiries, provide information and data, and direct to appropriate offices. **E**
11. Assist in obtaining service and commodity price quotes and prepare purchase requisitions. **E**
12. Operate/maintain a variety of office machines and equipment.
13. Maintain assigned district computer databases.
14. Keep log of all maintenance performed.
15. Responsible for the pre-identification files for bar-coded State and District assessments.
16. Transfer data through programming routines to various programs.
17. Install and maintain data communication hardware and software and provide user support.

WORKING CONDITIONS

Office environment, subject to constant interruptions; employees in this class spend prolonged periods of time at a computer; employee may be exposed to communicable diseases; blood borne pathogens exposure and anti-social/hostile behavior.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate standard office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs and physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgment when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.