



Sequoia Union High School District

Job Description

JOB TITLE:	Technology Support Assistant
REPORTS TO:	Instructional Vice Principal
CLASSIFICATION:	Classified
SALARY SCHEDULE:	12.0
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	11/5/97

DEFINITION

Under general supervision, to perform technical duties related to the scheduling, usage, installation, troubleshooting, maintenance and repair of a variety of audio-visual and computer equipment; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification. Under general supervision, incumbents exercise independent judgment within the framework of established policies and procedures. This class performs a variety of specialized and technical functions related to the use of audio-visual and computer technology at an assigned school site.

EXAMPLES OF DUTIES

- Schedules and coordinates the use, distribution and allocation of a variety of audio-visual equipment such as but not limited to televisions, videocassette recorders, overhead projectors, video monitors, portable public address systems, and related devices and materials; works with faculty, staff and administration to accommodate needs and requests.
- Assists in and performs the installation, troubleshooting, and adjustment of computer hardware, software and peripherals.
- Determines need for and performs basic equipment cleaning, maintenance and repair; performs routine diagnostic tests to identify malfunctions and refers major repairs to appropriate source for correction; assists in reviewing equipment for repair and replacement recommendations.

- Provides training, technical assistance and troubleshooting to faculty, staff and students in the use of computers, audio-visual and related equipment.
- Sets up and operates or coordinates operation of lighting and sound systems.
- Inventories, orders, stores and disburses relevant supplies and parts.
- Ensures the proper and safe use, transportation and storage of equipment and supplies.
- Performs related technical and clerical tasks in support of assigned functions.

QUALIFICATIONS

Knowledge of:

- Principles, capabilities and operations of microcomputer hardware and peripheral devices, audiovisual equipment and materials, and related technological products.
- Basic principles and operation of various software packages.
- Tools, materials, equipment and procedures used in basic maintenance and repair of electronic and electromechanical equipment.
- General office practices and procedures.

Skill in:

- Installing, adjusting and operating a variety of audiovisual equipment, microcomputers, and peripheral devices.
- Troubleshooting malfunctions and taking appropriate corrective actions.
- Performing cleaning, maintenance and basic repair of microcomputers, peripheral devices, and audiovisual equipment.
- Scheduling, performing and monitoring a variety of tasks in accordance with priorities and timelines.
- Instructing and assisting others in the proper use of equipment, computers and software.
- Reading and interpreting technical documents such as installation, operation and repair manuals.
- Working independently and using sound judgment within the framework of policies, procedures and guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).

A typical way of acquiring the required knowledge, skills and abilities might be:

Equivalent to graduation from high school, with post-secondary coursework in electronics or a related field, and experience in the operation, maintenance and repair of computer and audiovisual equipment which has provided the required knowledge, skills and abilities.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to manipulate hand tools and to operate, adjust, clean, troubleshoot and repair electronic and electromechanical equipment.
- Physical ability to reach, bend, lift and carry 30 to 50 pounds.
- Physical ability to push carts containing up to 300 pounds of equipment.

OTHER REQUIREMENTS

Requires a valid California Driver license and the willingness and ability to travel to various sites within the Bay Area.