



American Indian Model Schools

171 12th Street 3rd Floor
Oakland, CA 94607

DRAFT

SITE TECHNOLOGY TECHNICIAN

PRIMARY FUNCTIONS

Under the supervision of the Head of School or designee, provide physical plant management services, ensure efficient operation of school technology systems and all site IT services. Provide desktop support in classroom and office settings, including maintenance, repairs, deployment, and upgrades of computers, software, and network servers. Create and support technology and database user accounts, security for personal folders, and electronic mail. Implement and maintain manufacturer developed or departmentally developed software packages to fit

ESSENTIAL DUTIES:

- Oversees all aspects school site technology purchasing.
- Maintains procedures and protocols for all technology use on campus.
- Provides consistent Internet connectivity and maintains network security.
- Installs technology.
- Provides Wi-Fi, LAN/WAN support, troubleshooting, internet security, and server/system management.
- Supports the student information System and related data systems.
- Integrates instructional technologies, and applications with state network systems.
- Participates in cross-training to ensure that basic network and application services are readily available.
- Provides database users with technical support, assistance with queries, and network security.
- Develops and supports AIMS internet websites and webmasters.
- Assists in the design, set-up, specification, and support of multi-media systems, including video, music, sound, animation, and other visual and/or learning presentation applications.
- Provides computer hardware, program software, and web-based user support and training.
- Answers and responds to trouble calls and monitors to ensure that all requests are addressed in a timely manner.
- Provides technical support and training to staff both one-on-one and during meetings.
- Attend staff meetings and in-service training as appropriate.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

- Knowledge of personal computers, hardware, related software, multi-media systems, and web-based applications and functions.
- Must be organized and detail-oriented.
- Must be capable of multi-tasking while maintaining an attitude of professionalism.
- Requires the ability to analyze technical problems and to develop and apply appropriate solutions.
- Set-up, operate, monitor, and maintain computer equipment and one to one devices.
- Use software programs, computer hardware, and provides training.
- Read and understand equipment instructions and service manuals.
- Understand and carry out oral and written directions and work independently without direct supervision.
- Communicate effectively and accurately both orally and in writing.
- Establish and maintain cooperative working relationships with co-workers.
- Speak, read, and write English.

EDUCATION AND EXPERIENCE

- AA in related subject.
- 1-3 years' experience with progressively increasing responsibility in Information Technology role.
- Must possess a valid California Motor Vehicle Operator's license and maintain the minimum state vehicle insurance.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle or feel objects, tools, or controls, talk, and hear. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing abilities required by this job include the determination of sound direction and vocal clarity over a public-address sound system.
- 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.
- While performing the duties of this job the employee regularly works inside in an office or classroom setting and is required to drive to work sites. The noise level in the work environment is usually low to moderate.

This is a non-exempt position. The incumbent is eligible for overtime compensation. The Board of Directors reserves the right to waive any minimum qualifications.

Board Approved: [DATE]