

Grass Valley School District

POSITION TITLE:	SCHOOL SITE TECHNICIAN
PLACEMENT:	CLASSIFIED SALARY SCHEDULE POSITION B: 11 MONTH EMPLOYEE
REPORTS TO:	COORDINATOR OF TECHNOLOGY AND INFORMATION SYSTEMS

SUMMARY:

The School Site Technician configures and maintains all school-site technology, including web-based applications, software, and hardware. She or he will also be called upon to train students and staff on use of the above technology and facilitate with instructional technology in the computer lab, in the classroom, and online.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

- Manages and supports school site G-Suite applications, Chromebooks, Mac, and Windows.
- Instructs students and teachers in district technology and equipment operation.
- Trains staff and students on use of web-based applications and local software.
- Facilitates state testing by preparing equipment with testing software, training staff prior to testing, and supporting staff during testing.
- Collaborates with teachers in support of classroom and online technical needs.
- Maintains the school website, including training office staff and teachers on the setup and maintenance of their pages with proper ADA considerations.
- Trains with staff to support instructional curriculum software.
- Maintains the Google Calendars for lab and device cart use.
- Assists teachers and administrators in running reports from district applications upon request.
- Tests, maintains, and repairs computers, devices, audio/visual equipment, printers, etc.
- Maintains and organizes the computer lab(s).
- Assists in planning and designing instructional strategies to meet curriculum objectives for the development of computer knowledge and skills.
- Helps students comprehend language, mathematics and other subject matter; monitors individuals and groups of students in digital learning activities.
- Serves as a resource to students, teachers, parents and community members by providing current information on computer equipment, software and their use in the school environment.
- Maintains hardware and software inventory and licenses.
- Works with the Coordinator of Technology and the site administrator, with input from teaching staff, to select the best possible web applications, software, and hardware within reach of the district's budget to meet the needs of students and staff.
- Attends professional development as needed or required.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- High School Diploma or Equivalent.
- Previous successful experience in an educational environment preferred.

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KNOWLEDGE AND/OR SKILLS AND ABILITIES

KNOWLEDGE OF:

- Google Docs, Sheets, Classroom, Drive, Gmail, and other Google products.
- Macintosh, Windows, Android, and iOS operating systems.
- Basic hardware and software configuration and troubleshooting
- Basic instructional and reinforcement methods and techniques.
- Child guidance principles and practices.
- Safe practices in computer lab activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping and school site inventory
- Basic instructional techniques.

ABILITY TO:

- Provide computer instructional assistance to individuals or groups of students in a classroom or computer lab setting
- Operate, demonstrate, maintain and adjust a variety of computers and related equipment.
- Respond to questions and assist students, teachers, staff, and families as needed with software, computers, and other technology equipment.
- Reinforce instruction to individuals or small groups of students as directed by a teacher.
- Communicate subject matter in a clear and accurate manner.
- Select programs and related materials appropriate for subject and grade level according to established guidelines.
- Understand and follow oral and written directions.
- Communicate effectively with students and adults.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain effective working relationships with others.
- Observe and control student behavior according to approved policies and procedures.

CERTIFICATE REQUIREMENTS

- Valid CA Driver's License
- TB Test (Current within last 4 years)

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Perform the job's usual functions including the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some hazardous conditions and in varying atmospheric conditions
2. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal classroom levels, outdoors and on the telephone.
5. Speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone.
6. Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs and ladders, to walk and to reach overhead.
7. Physical capacity to lift, move, and position disabled students who may weigh 150 pounds or more.

<u>Endurance</u>	<u>Minutes At One Time</u>	<u>Total Hours In An 8-Hour Day</u>
Sit	0-30 min.	3-5
Stand	0-5 min.	0-2
Walk	0-5 min.	0-2
Drive	0-30 min.	3-5
Keyboarding	0-5 min.	0-2

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	NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%
LIFT						
1 - 10 lbs.						X
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75	X					
76 - 100	X					
CARRY						
1 - 10 lbs.					X	
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75	X					
76 - 100	X					
PUSH						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X(1)				
76 - 100		X(1)				
PULL						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X(1)				
76 - 100		X(1)				

	NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%
Bend/Stoop				X		
Twist				X		
Crouch/Squat				X		
Kneel			X			
Crawl		X				
Walk-Level					X	
Walk-Uneven		X				
Climb Stairs		X				
Climb Ladder		X				
Reach Shoulder			X			
Use Arms						X
Use Wrists						X
Use Hands						X
Handling						X
Fingering					X	
Foot Control				X		
ENVIRONMENT						
Inside						X
Outside				X		
Heat	N	O	R	M	A	L
Cold	N	O	R	M	A	L
Dusty	N	O	R	M	A	L
Noisy	N	O	R	M	A	L
Humid	N	O	R	M	A	L
HAZARDS: Blood Borne Pathogens and/or bodily fluids						
Mechanical	Radiant		Explosive			
Burns	Electrical		Other			

SPECIAL NOTES:

1. May be required to assist in restraining students weighing up to and in excess of 150 lbs.
2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

- Primarily a classroom or an office setting in a public school environment.

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date