PERRIS UNION HIGH SCHOOL DISTRICT

JOB TITLE: **INFORMATION TECHNOLOGY TECHNICIAN II**

JOB PURPOSE STATEMENT: Under the supervision of the Director of Technology, troubleshoots, repairs or upgrades PC applications and other computer needs as required; keeps district staff informed and up-to date on software and hardware changes, developments, etc., and orients users to new systems and procedures.

JOB FUNCTIONS:

- Installs and tests computers and peripherals, new software and software upgrades

- Provides basic instruction to users for new technology implementations

- Sets up, maintains, and administers workstations for use on the network

- Facilitates user requests to enhance efficiency of computer and network use

- Serves as a resource to administrators, teachers and staff

- Diagnoses and resolves technical problems for instructional and administrative personnel

- Recommends repairs or replacement as appropriate

- Familiar with basic Network Directory structure

- Familiar with basic concepts of email systems

- Familiar with Windows and other operating systems

- Familiar with basic network and internet protocols

- Knowledge of basic productivity applications

- Knowledge of database system

- Knowledge of internet and intranet software and applications

JOB FUNCTIONS (continued):

- Establishes and maintains effective working relationships with staff, students, parents, and community members

- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines

- Able to conduct verbal conversation, write, and read in English

- Able to hear normal range verbal conversation (approximately 60 decibels)

- Able to sit, stand, stoop, kneel, squat, bend, lift (25 pounds), carry (25 pounds), push/pull (25 pounds), and walk

- Able to climb slopes, stairs, steps, ramps and ladders

- Able to exhibit full range of motion for shoulder, elbow, back, hip, and knee

- Able to operate office machines and equipment in a safe and effective manner

- Able to demonstrate manual dexterity necessary to operate computer equipment with speed and accuracy

JOB QUALIFICATIONS:

Education/Experience:

- Any combination of education and experience equivalent to an Associate of Science degree; and two (2) or more years of general computer and network equipment installation. MCP or MCSE certification (test by examination) and SASI experience is desirable.

Licenses, Certifications, Bonding, and/or Testing:

- A+ Certificate or 2 years of equivalent experience

- Valid Driver's License

- TB Clearance

- Drug/Alcohol Clearance

- Criminal Justice Fingerprint Clearance