

## Coast Unified School District

**Title:** Computer Support Technician

**Salary Range:** 21

**Job Summary:** Serves as system administrator for the district's student information systems (regular ed and special ed) and LEA administrator for CALPADS. Provides technical support for staff in all areas of technology including VOIP phone system. Manages infrastructure to support staff and student mobile devices. Manages numerous other district databases. Assists in the installation and troubleshooting of problems related to hardware, software and related components.

**Qualifications:**

Required:

1. Must be computer literate; have familiarity with computer and network operation and maintenance.
2. High school graduate or equivalent supplemented by specialized training in computer systems operation, repair or a related field; or related work experience.
3. Valid California Driver's License

Desirable:

Bachelor's Degree in Computer Science or related field with substantial training in computer and network systems operation and maintenance

**Essential Functions:**

System administrator for district's student information system.

Implementation/ongoing manager for mobile device program at middle and high schools. Manages infrastructure needed to support mobile electronic devices, troubleshoots problems with staff and students.

Serves as lead computer technician for Library Media Specialist and Computer Coordinator and provides direction during summer mobile device onboarding/redistribution process.

Extracting and manipulating data for district management personnel.

Implementation/ongoing manager for district's Internet based phone system under direction of Director of Technology/Chief Technology Officer.

Maintains district's website and mobile app.

LEA administrator for CALPADS ensuring data accuracy and integrity.

System administrator for the district's special education database (SEIS) ensuring data accuracy and integrity between it and the district's student information system.

Manages other district databases including: Gmail, Active Directory, Clever, etc.

Provides technical support for staff on any of the district's systems listed above.

Installs and sets-up new computer hardware, software and peripheral devices, relocates and/or removes existing equipment as needed.

Operates computer hardware, software, and related components and troubleshoots problems, and performs preventative maintenance.

Installs and tests software programs and upgrades.

Troubleshoots problems related to computer hardware, software and related components.

Troubleshoots problems related to basic principles of computer networks and operations.

Performs other duties as assigned.

**Physical Requirements:**

1. Understand speech at normal levels in person or on the telephone
2. Communicate so others will be able to clearly understand a normal conversation in person or on the telephone
3. Operate audiovisual equipment, computer, copy machine and other office and classroom equipment with dexterity
4. Occasionally lift/carry computer equipment and supplies up to 50 pounds.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Supervision:**

Under the supervision of the Technology Director.

Approved 12/9/2015