

**Job Summary:**

The job of Educational Technology Specialist is done for the purpose/s of performing technical work in the installation, maintenance, and operation of computers, networks, routers, and other electronic equipment related to educational technology under the direction of the program manager. Other duties include assisting the teaching staff with software applications, trouble-shooting, and project-based technology support.

**Essential Functions:**

- ▶ Assists administration for the purpose of obtaining price quotes for equipment and the selection of the most appropriate equipment.
- ▶ Assists Court and Community School staff for the purpose of accessing computers, software and Internet for educational purposes.
- ▶ Designs/installs/maintains computer hardware and peripheral equipment for the purpose of enabling networked PC use in the Court and Community Schools.
- ▶ Evaluates staff and student needs for the purpose of determining appropriate software, equipment, and training needs.
- ▶ Provides technical support for the purpose of allowing students and staff to fully utilize computers and software to meet educational needs.
- ▶ Trains Court and Community School staff for the purpose of implementing preventative maintenance strategies and techniques.

**Skills, Knowledge and/or Abilities:**

- ▶ **Skills to:**
  - install, maintain, and administer Local Area Network;
  - demonstrate educational software, computer programs and computer systems;
  - understand technical manuals and documentation;
  - train end-users;
  - assemble and operate computer systems;
  - diagnose and troubleshoot computer system.
- ▶ **Knowledge of:**
  - computer operating systems and peripherals;
  - computer systems troubleshooting;
  - local area network installation;
  - preventive maintenance;
  - educational software.
- ▶ **Ability to:**
  - analyze problems;
  - diagnose problems;
  - communicate effectively;
  - demonstrate the use of computer systems;
  - establish and maintain cooperative working relationships;
  - understand and follow oral and written instruction;
  - install networking equipment and related electronic equipment;
  - work independently with little or no supervision.

Responsibilities include: working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is an opportunity to significantly impact the Organization's services.

**Experience Required:**

- ▶ Job Related Experience with increasing levels of responsibility is required.
- ▶ Community College and/or Vocational School Degree with study in job related area.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA: Non Exempt**

**July 2002**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.