

Corning Union Elementary School District  
Job Description

JOB TITLE: COMPUTER SUPPORT SERVICES

---

Salary Range:	17	Department:	Technology
Reports To:	Superintendent or designee	Approved by:	Board of Trustees June 10, 2015

---

POSITION SUMMARY:

Under the direction of the Superintendent or designee, this itinerant position performs a variety of duties involved in the use of technology resources District-wide. Provides assistance to staff in the use and operation of computer equipment, instructional software, and other technology mediums as assigned.

ESSENTIAL FUNCTIONS:

Advises, tutors and instructs staff in the upgrading of computer skills, operation, use, and maintenance of computer equipment and software.

Performs database maintenance, troubleshoots system errors; performs upgrades and installation of new software; performs backups of student and staff files and software.

Drives to school sites in order to provide support to staff.

Provides troubleshooting assistance to staff.

Supports staff in the use of peripherals (scanners, document projectors, multi-media presentations, interactive white boards, etc.).

Sets up and maintains various Web sites, as directed.

Technical support of various student testing, including setting up software and monitoring computer labs and laptops, and acting as a proctor.

Performs a variety of clerical duties, including compiling and maintaining records and files, prepares reports and operates various office machines.

Attends and participates in staff meetings and inservice activities as assigned; attends workshops, conferences and classes to increase professional knowledge.

Provides support and assistance to District personnel, including Curriculum Support Providers, etc.

Operates a variety of technical computer equipment and related peripheral equipment.

Type and enter data at a speed necessary for successful job performance, 40 wpm preferable.

Perform related duties and responsibilities as required and assigned.

#### OTHER RESPONSIBILITIES:

Must have ability to learn and adjust rapidly to new applications software, operating systems, technology and procedures.

Utilize diagnostic and problem solving skills.

Communicate orally and in writing with staff and students.

Ability to perform work with speed and accuracy.

Other duties as assigned.

#### QUALIFICATIONS:

Must possess and maintain a valid California driver's license.

Ability to interact with people of all ages.

Ability to exercise discretion, tact, and confidentiality when meeting with staff and the public.

Must have the personality to maintain human relationships required by a public service agency, and the ability to deal effectively with staff, parents, students, administration, etc.

Ability to read, write, speak, and communicate effectively in English.

EXPERIENCE: At least one year (minimum) of experience working in a related field, preferably in a public school setting.

EDUCATION: High school diploma, or equivalent, AA degree in a related field preferred. Supplemental specialized training in educational software is highly desirable.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical aspects that this position classification must perform in carrying out essential job functions as follows:

- Persons performing service in this position classification will sometimes exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Involves standing, sitting, and walking.

- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate classroom related equipment, and handle the work with various materials and objects are important aspects of this job.