



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Instructional Technology Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5002 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	08/24/22 09/01/22	SALARY GRADE:	Schedule: 56 Range: 46

BASIC FUNCTION:

Under assigned supervisor, perform a variety of complex and technical activities for the middle and high schools, District and other sites as needed; fulfill the STEM-related requests from staff, teachers and administrators; may include support for computer science, robotics engineering, CAD Design and Fabrication, digital media, technical theater and carpentry. Assist with acquisition, receipt and processing of instructional technology and software; receive and schedule requests for instructional technology equipment for classroom, administration and event use; assist faculty, staff and students in the development of technology-related projects and presentations

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform a variety of complex and technical activities for the middle and high school, District and other sites as needed; fulfill computer science, robotics engineering, CAD Design and Fabrication, digital media, technical theater and carpentry-related requests from staff, teachers and administrators of the middle and high schools; receive and schedule requests for classroom, administration and event use
- Assist with acquisition, receipt and processing of related equipment and software; maintain and verify the inventory of equipment; recommend the purchase of and/or requisition of needed supplies and materials to assure proper operation and inventory levels of equipment; configure new technology and upgrades as needed
- Maintain records and lists related to assigned activities, including maintenance and use records, inventory records and statistical records; prepare requisitions and update computerized financial records related to expenditures
- Assure proper use and maintenance of equipment; clean and perform maintenance on equipment as needed; coordinate with authorized service repair centers for major maintenance projects and repairs

- Maintain supplies and equipment, including 3D Printer, video production supplies, electronics, robotics kits, tools, and Chromebooks, Macs, laser cutters and machine mills.
- Assist faculty, staff and students in the development of various materials and presentations; train and assist faculty, staff and students in the proper use of equipment
- Operate a variety of multi-media hardware and software, including LCD projectors, camcorders, tripods, lighting kits, microphones, boom poles, televisions, DVD players and duplicators, battery backups, video digitizers, document cameras, interactive videoconferencing equipment and others; operate a computer and various software programs; drive a vehicle to other sites to conduct work as directed
- Troubleshoot problems with equipment and identify replacement parts needed
- Help keep the CTE Shops and Maker Spaces clean and organized
- Monitor students during classes for safety
- Help students individually and in groups with problem-solving
- Help teach units to students both during class and after school
- Prepare and maintain records and reports related to assigned activities
- Maintain current knowledge of instructional technology and other advances in the field

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of supervision and training

Principles and practices of installing and maintaining LAN, Windows and other assigned servers and workstations

Computer hardware systems and software applications utilized by the District

Materials, methods and tools used in operation and repair of computer and network systems

Technical aspects related to the field of specialty

Record-keeping techniques

Familiarity with various technology equipment and applications, such as Chromebooks, video, electronics, robotics, Adobe Creative Cloud and CAD coding.

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Laws, rules and regulations related to assigned activities

Proper methods of storing equipment, materials and supplies

Inventory methods and practices

ABILITY TO:

Oversee and plan technology service functions related to the scope of the position
Perform skilled work in the repair, maintenance and installation of a variety of PC and Macintosh computerized equipment and peripherals
Experience working with diverse student groups, middle and high school aged
Interest in making STEM environments more accessible for students of color and female students
Ability to work well on a team and under the direction of a direct supervisor
Ability to take the initiative and see projects through to completion
Research, analyze and recommend new system software and hardware
Make routine equipment adjustments and perform regular maintenance
Communicate effectively both orally and in writing
Maintain records and prepare reports
Prioritize and schedule work
Work cooperatively with others
Plan and organize work with minimal supervision
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree or equivalent college-level course-work in computer science, information technology or related field; two years of experience in the installation, maintenance and repair of computer and network systems, servers, peripherals and related equipment; experience in a school district preferred

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment
Occasional driving to conduct work or ability to get to a different location
Evening or variable hours

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate hand tools, computer keyboards and other assigned equipment
Reaching overhead, above the shoulders and horizontally
Climbing ladders to reach ceiling cables
Sitting or standing for extended periods
Perform work that involves the frequent lifting, pushing and/or pulling of objects weighing up to 50 pounds, and occasionally and with assistance up to 75 pounds, bending at the waist, kneeling or crouching
Seeing to perform computer repair duties
Mental acuity to perform functions successfully

OCCUPATIONAL HAZARDS:

Occasional working at heights
Risk of electrical shock