



PROPOSED Position Description

Title: Lead Technology Assistant	
Department: Technology & Information Services	FLSA Classification: Non-Exempt
Bargaining Unit: CSEA 75	Work Year: 12 Months
Reports to: Director, Technology	Board Approval Date: Pending Board Approval

Salary Grade: Range 34, CSEA 75 Classified Salary Schedule and Schematic List of Classifications

Primary Function:

Under the direction of the Executive Director of Technology, the role of the Lead Technology Assistant is to:

- Examine and evaluate technology requirements for various schools and departments across the district..
- Confer with and lead the work of the Technology Assistants to orchestrate the technology equipment logistics.
- Monitor new equipment distribution flow from the release of purchase orders to the delivery to school sites.
- Lead the work of the Technology Assistants to maintain and repair technology hardware.
- Oversee the annual district-wide classroom technology inventory process.
- Plan the processing of surplus equipment for auction or eWaste disposal.
- Oversee the updates to relevant inventory databases and mobile device management systems.
- Assist in the implementation of various district technology initiatives and integrations.

Essential Job Functions:

1. District-wide logistics representative tasks include but are not limited to:
 - a. Proactively generate and compile inventory reports.
 - b. Coordinate the work and assist with inventory distribution and reassignments at sites.
 - c. Coordinate the flow of new, broken, and fixed equipment to and from school sites.
 - d. Coordinate the work and assist with the equipment preparation process for distribution at sites.
 - e. Ensure quality control of repairs before the fixed equipment is sent back in production.
 - f. Coordinates the annual district-wide classroom technology inventory process.
 - g. Ensures staff equipment is returned. Handles all onboarding and offboarding.
2. Collaboration/Communication representative tasks include but are not limited to
 - a. Collaborate with the warehouse personnel to manage the warehouse space.
 - b. Coordinate eWaste removal from school sites and prep broken or surplus equipment for auction, donation, or safe disposal.
 - c. Collaborate with the district tech team on software and hardware integrations (e.g., MDM, SSO, ClassLink, Follett Destiny, etc.).
 - d. Communicate process changes, enhancements, and modifications to administrators and other staff so that issues and solutions are understood.

- e. Communicate effectively within the department and with school office staff to exchange information, and explain policy and procedures in a friendly and professional manner.
3. Track technology assets - representative tasks include but are not limited to
 - a. Document and maintain report schedules and processes.
 - b. Maintain the inventory databases, catalog new resources, import new assets, and prune the databases as assets are removed.
 - c. Use proven knowledge of specialized reporting tools to extract budgetary data (e.g., fines, depreciation).
4. Team Leader
 - a. Lead Technology Assistants work on district-wide equipment distribution, equipment repairs, and other projects as assigned.
 - b. Lead Technology Assistants team and coordinate with Library Techs and Instructional Materials Techs ensuring accurate inventory keeping.
 - c. Develop routines and procedures and train Technology Assistants in all aspects of workflow and best practices related to school resources maintenance, distribution, operations, and database upkeep.
5. Communicate as needed with the supervisor and school administration regarding the status of equipment distribution, equipment health state, technical changes, and change management.
6. Prepare or revise complex documentation in non-technical terms for users.
7. Facilitate sharing of ideas to increase productivity and improve customer service to all students and employees.
8. Set up and maintain the Tech Department collaborative work areas at the District Office.
9. Coordinate technology setup for different events at the District Office.
10. Become proficient in new technologies and be able to share that knowledge with others.

Marginal Job Functions:

1. Perform other duties related to this job description.
2. Occasional overtime and weekend work may be requested.

MINIMUM QUALIFICATIONS:

Education and Experience:

- BA or BS in the field of logistics, information technology, business management and/or 3 - 5 years of related work experience.
- Three (3) or more years of experience:
 - asset management
 - reporting tools and software, such as Excel, Google Sheets, etc.
- Three (3) or more years of:
 - team building and team management experience
 - working independently and coordinating multiple projects simultaneously
- Desirable Qualifications:
 - knowledge of educational practices as applied to instructional technology
- Demonstrated ability to communicate effectively with clients, e.g., school and district staff and vendors
- Demonstrated ability to learn new software.
- Demonstrated ability to work in a team-oriented, collaborative environment.

License and/or other qualifications:

- Valid California Driver's License

Knowledge and Abilities:

- Google Docs / Microsoft Word (Three or more years experience)
- Google Spreadsheets / Microsoft Excel (Three or more years experience)
- Library database systems such as Follett Destiny
- Mobile Device Management systems
- Knowledge of educational practices as applied to instructional technology
- Technology systems troubleshooting

Ability to:

- Exercise independent judgment and take action on it
- Effectively prioritize and execute tasks while under pressure
- Conduct research into database issues, standards, and products, as required
- Present ideas in user-friendly language
- Apply proven analytical and problem-solving abilities

Work Environment:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts, and other equipment	✓		Personal vehicle to multiple sites
Working around equipment and machinery	✓		
Walking on uneven ground	✓		Stairs, ramps
Exposure to excessive noise		✓	
Exposure to extremes in temperature, humidity, wetness	✓		
Exposure to dust, gas, fumes, or chemicals	✓		
Working at heights	✓		
Operation of foot controls or repetitive foot movement	✓		
Use of special visual or auditory protective equipment		✓	
Working with biohazards		✓	

Physical Demands:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				✓	
Walking			✓		
Standing			✓		
Bending (Neck)			✓		
Bending (Waist)			✓		
Twisting (Neck)			✓		
Twisting (Waist)			✓		
Squatting			✓		
Climbing		✓			
Kneeling			✓		
Crawling		✓			
Repetitive use of Hands?	✓ Yes No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			✓		
Simple Grasping (ND)			✓		
Power Grasping (D)			✓		
Power Grasping (ND)			✓		
Fine Manipulation (D)				✓	

Lifting	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			✓		
11-25 lbs			✓		
26-50 lbs		✓			
51-75 lbs	✓				
76-100 lbs	✓				
100+ lbs	✓				

Carrying	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			✓		

Fine Manipulation (ND)				✓	
Pushing & Pulling (D)			✓		
Pushing & Pulling (ND)			✓		
Reaching- Above Shoulder			✓		
Reaching- At/Below Shoulder			✓		

11-25 lbs			✓		
26-50 lbs		✓			
51-75 lbs	✓				
76-100 lbs	✓				
100+ lbs	✓				

NOTE:

This Employer is an equal-opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.