

# **BERRYESSA UNION SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

### **JOB TITLE: Technology Operations Assistant**

**Job Purpose Statement/s:** Under the direction of the Director of Technology Services perform duties to support the operations of the Technology Services Department; assist with district and state reporting; and assist with managing master schedules, student information, and other data.

### **Essential Job Functions:**

- Communicate with other District departments, school sites, and outside organizations to coordinate activities and exchange information.
- Coordinate office communications; initiate and answer telephone calls; screen and route calls; respond to inquiries.
- Operate standard office equipment including microcomputers and related software applications.
- Provide technical information related to department programs, schedules, activities, policies, and procedures.
- Assists with reporting and technology-based processes to meet district/site related data collection needs, such as student enrollment, student attendance, master schedules, and etc.
- Compose, edit, and prepare or coordinate the preparation of technical and complex documents, correspondence, special reports, and other materials.
- Establish and maintain various departmental records and files; sort, file and purge materials according to established procedures; release information from files to authorized personnel and outside agencies as appropriate.
- Coordinate and schedule meetings and appointments; maintain appointment calendar; reserve facilities; arrange travel reservations; prepare travel forms and reimbursement; compile and duplicate related materials as needed.

### **Other Job Functions:**

- Attend meetings for the purpose of conveying and/or gathering information required.
- Attend appropriate workshops/conferences for the purpose of ongoing training.
- Perform other job duties as may be assigned.

### **Job Requirements - Qualifications:**

#### **Education and Experience Requirements:**

- High School diploma or equivalent.
- Previous school site or district level experience in the use of technology to provide a variety of reports and experience in supporting daily operations of a school or department.

#### **Skills, Knowledge, and Abilities:**

#### **KNOWLEDGE OF:**

- Proficiency in the use of a variety of personal computer systems hardware.
- Proficiency in the use of office suite software products, including Microsoft Word, Excel, and Google App's for Education.
- Clear and effective oral and written communication.
- Interpersonal skills using tact, patience, and courtesy.
- Skills to operate standard office equipment including use of computer applications to enhance essential job functions;

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- Use correct spelling, grammar and punctuation.
- Perform basic arithmetic calculations.
- Knowledge of standard office equipment.
- Student information system is desirable.

**ABILITY TO:**

- Operate standard office equipment including microcomputers and related software applications.
- Follow directions and work with accuracy and completeness.
- Work under pressure and constant interruptions to meet deadlines.
- Provide effective customer service.
- Establish and maintain effective working relationships with others.
- Plan and organize work to meet schedules and timelines.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Maintain records and reports.

**Working Conditions:**

**ENVIRONMENT:**

- Indoor.
- Office environment.

**PHYSICAL DEMANDS:**

Hearing and speaking, exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist; reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies; lifting light objects.

**Licenses, Certifications, Bonding, and/or Testing Requirements:**

- Criminal Justice Fingerprint Clearance.
- Valid California Driver's License.
- Tuberculosis Clearance.

**Reports to:** Director of Technology Services

**Work Year:** 12 months

**Salary Placement:** CSEA Salary Schedule Range 11

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the CSEA Negotiated Agreement.

Board Approved: August 19, 2014