

GREENFIELD UNION SCHOOL DISTRICT

JOB OPPORTUNITY

Job Title:	Technology Specialist	Job Category:	Classified
Location:	Crescent Elementary	Job Code:	000812
Salary:	\$27.64 - \$35.76 (39-TC01) (Max entry step 3, unless determined to be a promotion for an internal candidate)	Work Cal:	229 days/8 hours/5 days a week
Date Posted:	09/26/2025	Closing Date:	10/02/2025
Applicants apply at: WWW.GFUSD.NET			
JOB REQUIREMENTS:	<ul style="list-style-type: none"> • High school graduation or equivalent • Valid TB test • Strong interpersonal, communication, and presentation skills • 2 years of experience working with networked and/or educational computer systems. • Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position. • Must possess a valid California driver's license. Some use of a personal vehicle will be necessary to assist employees at more than one District site during a workday. <p>Applicants who do not include all the required documents with their application will not be considered for the position.</p>		

JOB SUMMARY:

Under the direction of the Technology Operations Manager, the Technology Specialist supports the integration of technology into classroom instruction and school operations. This role works directly with teachers, staff, and students to enhance teaching and learning through effective use of digital tools, while also supporting the day-to-day management of instructional technology systems and devices.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of technical support for instructional and administrative technology in TK-8 educational settings.
- Basic networking concepts, including IP addressing, wireless connectivity, and network troubleshooting.
- Common educational software, applications, and learning platforms (e.g., Google Workspace for Education, Clever, Zoom, etc.).
- Knowledge of modern office practices, procedures, and systems.
- Proficient in correct English usage, including grammar, spelling, punctuation, and basic arithmetic.
- Skilled in the use of standard office equipment, including computers, printers, and related devices, as well as productivity software such as Microsoft Office and Google Workspace applications.
- Demonstrated experience in diagnosing and troubleshooting issues related to computer hardware, software, and network systems.

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Ability to:

- Communicate technical information clearly to non-technical users, including students, teachers, and administrators.
- Provide basic training and support to staff and students on district-approved technology tools and systems.
- Maintain accurate records of inventory, work performed, and support requests.
- Diagnose and resolve hardware, software, and connectivity issues in a timely and effective manner.
- Ability to read and understand basic instructions, memos, and short communications.
- Perform basic arithmetic calculations quickly and accurately.
- Communicate effectively, both verbally and in writing, in a clear and professional manner.
- Follow oral and written instructions with accuracy and attention to detail.
- Hear and speak clearly to exchange and retrieve information in person and by telephone.
- Establish and maintain positive and cooperative working relationships with colleagues, staff, and the public.
- Interpret and apply relevant policies, procedures, and guidelines associated with the role.
- Maintain a high level of discretion and confidentiality in handling sensitive information.
- Work independently with minimal supervision and manage time effectively.
- Travel between sites and adapt to various work environments as needed.
- Flexibility to work evenings and weekends when required.

DUTIES AND RESPONSIBILITIES (Sample of daily duties, not limited to the following):

- Maintain and provide technical support for a variety of technology equipment, including but not limited to Chromebooks, desktop and laptop computers, printers, copiers, projectors, interactive displays, document cameras, and classroom audio systems.
- Install, configure, and replace hardware and technology devices in accordance with district policies and support standards.
- Manage and track technology inventory; conduct annual audits to reconcile hardware assets.
- Provide training and assistance to staff related to the proper operation and use of district technology systems.
- Diagnose and resolve hardware, software, and connectivity issues in a timely and effective manner.
- Coordinate and support the deployment, collection, and routine maintenance of student devices (e.g., Chromebooks and tablets), including resolving issues related to user login, account access, and device functionality.
- Assist Technology Department staff in maintaining and supporting network infrastructure, including user accounts, content filtering systems, wireless networks, security cameras, and software deployment.
- Develop and maintain clear documentation for the installation, configuration, and support of computers, software applications, and networked systems.
- Diagnose and resolve technical issues related to hardware, software, and network connectivity using logical troubleshooting methods.
- Utilize the district's help desk or ticketing system to track and resolve work orders in a timely manner.
- Collaborate with district IT personnel, vendors, and software providers to identify and resolve system issues effectively.
- Establish and maintain positive working relationships with staff, students, vendors, and community members.
- Demonstrate safe and responsible work practices, adhering to health and safety guidelines in all tasks.
- Communicate clearly and professionally, both verbally and in writing, with technical and non-technical personnel.

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- Work effectively, both independently and as a member of a team.
- Continuously seeks professional growth and stays current with emerging trends, innovations, and best practices in educational technology.
- Perform additional duties as assigned by the Superintendent or designated administrator to support the goals, projects, and objectives of the district.

PHYSICAL ABILITIES:

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 essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

1. Seldom: Less than 25% 2. Occasional: 25%-50% 3. Often: 51%-75% 4. Very Frequent: 76% or more
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|----------|----|---|
| <u>3</u> | a. | Ability to work at a desk, conference table, or in meetings of various configurations. |
| <u>3</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to see for the purpose of reading laws and codes, rules and policies, and other printed matter, and observing students. |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>3</u> | f. | Ability to bend and twist, stoop and kneel, crawl, push, pull. |
| <u>3</u> | g. | Ability to lift <u>50</u> lbs. |
| <u>2</u> | h. | Ability to carry <u>40</u> lbs. |
| <u>4</u> | i. | Ability to reach in all directions. |

EVALUATION:

Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement, if applicable. The evaluation will be completed by the Site Principal or his/her designee.

RIGHT TO REVISE: This job description is not meant to be all-inclusive, and the school reserves the right to revise the job description as necessary without advance notice.

QUALIFIED APPLICANTS MAY BE CONSIDERED FOR AN INTERVIEW APPOINTMENT

EQUAL OPPORTUNITY EMPLOYER

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The Greenfield Union School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, parental status, pregnancy status, race, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact:

Equity Compliance Officer:
Ramon Hendrix--Superintendent
1624 Fairview Rd.
Bakersfield, CA, 93307
661-837-6000
hendrixr@gfusd.net

Title IX Coordinator:
Dr. Debra Thompson--Assistant Superintendent of Student
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1624 Fairview Rd.
Bakersfield, CA, 93307
661-837-6000
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Section 504 Coordinator:
Jennifer Morales -- Director of
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