

**SAN DIEGO COUNTY OFFICE OF EDUCATION**

**Personnel Commission**

**CLASS TITLE: MIGRANT EDUCATION PROGRAM MOBILE LAB DRIVER/ TECHNICIAN**

**DEFINITION:**

Drives a recreational vehicle (RV) utilized to deliver online curriculum classes, in a mobile setting, to migrant students in school districts in San Diego and Orange Counties; sets up and maintains all technology equipment contained in the mobile classroom; monitors equipment and troubleshoots technical difficulties during classroom instruction.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL FUNCTIONS:**

Drives an RV to and from various locations throughout San Diego and Orange Counties as assigned.

Performs a safety check of RV prior to use.

Cleans RV and performs basic maintenance tasks related to the safe operation of the RV.

Inspects RV unit regularly and reports concerns, deficiencies, and necessary repairs to supervisor.

Sets up and prepares mobile classroom for instruction including connects and disconnects internet, monitors student computers for appropriate content and use, sets up peripheral devices including printers.

Troubleshoots technical difficulties during classroom instruction.

Assists certificated staff with instruction of hardware devices and operations and other technical skills as necessary.

Breaks down and stores computer and other electrical equipment upon completion of class.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties as assigned.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

A valid California Class "C" Driver License is required at the time of appointment. A current Department of Motor Vehicles (DMV) driving record of traffic citations and accident involvement, if any, must be submitted at the time of application and updated annually.

**EDUCATION AND EXPERIENCE:**

Education, training or experience which demonstrates possession of the knowledge and abilities detailed below. An example of qualifying preparation would include completion of college-level courses or certificate programs in information technology and one year of experience maintaining a classroom computer lab or similar work environment.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

The safe operation of a recreational vehicle.

Basic operation, maintenance and minor repair of computers and related software and their applications.

Hardware and peripheral device functionality.

ABILITY TO:

Safely operate a recreational vehicle.

Set up, operate and maintain computers and related devices.

Communicate effectively orally and in writing.

Follow oral and written instructions.

Interact effectively with students.

Establish and maintain effective working relationships with coworkers and school district staff.

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

Mobile classroom environment. Position requires regularly driving a recreational vehicle to and from a variety of school sites throughout San Diego and Orange Counties.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate recreational vehicle, computer and other office equipment; kneel, stoop, crawl, stretch, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift computers and computer lab equipment and materials weighing up to 50 pounds.

Established: 7/12

Approved by the Personnel Commission: July 18, 2012