

JOB DESCRIPTION

TECHNOLOGY SPECIALIST

TITLE: School Technology Specialist

LOCATION: Building

SUPERVISOR: Building Principal/Technology Director

SUPERVISES: N/A

JOB SUMMARY:

Under supervision of the Technology Director, installs, maintains, troubleshoots and upgrades computer hardware and software. Prepares documentation and provides user assistance to instructional staff. Supports the instructional programming by managing and maintaining technology in the classroom setting and throughout the instructional institution.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Maintain and troubleshoot technology equipment (classroom and building) and communicate issues to IT department.
- Oversee the daily performance of all assigned technology systems.
- Oversee technology-related equipment setup - for building related functions (e.g. assemblies, meetings, etc.)
- Provide training to staff on various software and hardware technology as requested.
- Assist staff with technology questions or problems.
- Provide designated school website administration.
- Manage A/V room and deliver content over network as directed.
- Maintain security of portable technology equipment.
- Regularly inspect MDF and IDF closets for proper operating conditions.
- Participate on building technology committees.
- Participate in student-related technology groups as requested.
- Assist in ordering and inventorying building hardware, software, supplies, toner, cartridges, etc.
- Maintain inventory system as designated by IT department of primary technology equipment.

- Configuration and setup of additional equipment or systems as requested.
- Maintain a daily electronic help-desk record/log of staff request and/or issues and remedial action taken
- Inform IT department of major hardware or software problems or defective products.
- “Restore/reset” computers or remove unauthorized files when discovered.
- Assign equipment to staff as directed.
- Maintain record of equipment assigned to staff.

ADDITIONAL RESPONSIBILITIES:

PHYSICAL ACTIVITY: This position requires constant hand-eye, mind-eye coordination. The ability to lift 35-40 pounds. Occasional travel to various school locations is required. Frequent sitting, standing, walking, talking, bending, lifting, and stooping are required.

WORK ENVIRONMENT: Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

QUALIFICATIONS: Minimum of two years of technical training beyond high school and one year experience in related field or any such combination of education, experience, and training as may be acceptable.

- Knowledge of Windows systems software.
- Knowledge of setup and installation of computer equipment including workstations, printers, laptops and Ipads.
- Knowledge of related network hardware, software, and telecommunications.
- Knowledge of website management.
- Knowledge of audio and video system components

OTHER SKILLS AND ABILITIES:

- Excellent written and oral communication skills.
- Good organization and planning skills.
- Strong attention to detail.
- The ability to work effectively with all staff and students.
- The ability to troubleshoot and resolve hardware and software problems.
- The ability to learn a variety of systems both through training from IT team and through self-motivated independent learning.
- The ability to work within the confines of technology-defined building protocols.

- The ability to manage identified building inventories.
- The ability to maintain the confidentiality and integrity of the IT department.

LICENSES/CREDENTIALS:

TERMS OF EMPLOYMENT: This is an exempt, at-will position. Salary is based on market comparisons as determined by the Superintendent. 198 day work year.

EVALUATION: Following the probationary period, performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of support staff personnel.

I have read and understand the responsibilities and qualifications of this job description.

Signature

date

Printed name