

TECHNOLOGY INTERGRATION SPECIALIST

TITLE: Technology Integration Specialist

LOCATION: Administrative Center

SUPERVISOR: Technology Specialist
Director of Teaching and Learning

SUPERVISES: N/A

JOB SUMMARY:

Under supervision of Technology Specialist, installs, maintains, troubleshoots and upgrades computer hardware and software. Makes recommendations regarding hardware and software acquisitions; prepares documentation and provides user assistance instructional staff.

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

- Installs, configures and upgrades operating systems and software, using standard business and administrative packages; may modify specific applications for use in schools and departments.
- Installs, assembles and configures computers, monitors, and peripherals such as printers, scanners and related hardware.
- Troubleshoots problems with computer systems, including troubleshooting hardware and software, network and peripheral equipment problems; makes repairs and corrections where required.
- Acts as a technical resource in assisting users to resolve problems with equipment and data.
- Assists in instructing instructional staff in the use of software, including word processing, spreadsheets and database management; provides instruction or written documentation where required.
- Other duties as assigned by the building principal or Technology Specialist.

ADDITIONAL RESPONSIBILITIES: None

PHYSICAL ACTIVITY: Occasionally lifting of at least 20 pounds, pulling or pushing during the normal performance of tasks and responsibilities is required. The work requires frequent walking and standing.

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

QUALIFICATIONS:

EDUCATION

B.S. Degree in Computer Science preferred

EXPERIENCE

Three (3) years experience in Computer Technology

OTHER SKILLS AND ABILITIES:

- Excellent organizational, human relations and decision-making skills.
- Proficient in Microsoft Office.
- Must type a minimum of 50 words per minute.
- Correct English usage, spelling, grammar, punctuation, and fundamental mathematical calculation.

LICENSES/CREDENTIAL: A valid Illinois Driver's License is required

TERMS OF EMPLOYMENT: Salary is based on market comparisons as determined by the Superintendent. Twelve month work year.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of support staff.