

TECHNOLOGY SPECIALIST

REPORTS TO: Director of Technology

QUALIFICATIONS:

1. High school graduate or hold a GED certificate.
2. At least two years of experience working with computer networks, including a variety of operating systems and platforms preferred.
4. Excellent customer service, computational, organizational, and communication skills.
5. Desire and ability to work with students and effectively communicate with staff, students, and parents.
6. Proficient in Windows 7, Microsoft Office applications, Google resources, and networking.

PRIMARY PURPOSE:

To provide excellent technical support to students, teachers, administration, and other district employees.

TERMS OF EMPLOYMENT: Noncontractual (At-Will), Clerical/Technical Pay Grade 3

226 days, estimated 8 hours daily, **Wage/Hour Status: Nonexempt**

MAJOR RESPONSIBILITIES AND DUTIES:

1. Compile maintain, and file all reports, records, and other documents as required.
2. Copy, organize and distribute materials to campuses as needed.
3. Receive, store, and issue supplies and equipment.
4. Comply with district policies, as well as state and federal laws and regulations.
5. Participate in the staff development training programs to improve job performance.
6. Participate in meetings and special events as assigned.
7. Act professionally and ethically and adhere at all times to the professional Code of Ethics.
8. Maintain positive and cooperative working relationships with colleagues and others in the conduct of district business and demonstrates teamwork in daily activities.
9. Is prompt, timely and thorough in completing assignments and attending to details accurately and efficiently.
10. Is regular in attendance and complies with notification procedures for absences.
11. Communicate common service tips to district staff and develop a knowledge base for user self-help.
12. Provide complete and accurate information, while maintaining confidentiality, in the conduct of district business.
13. Research information as needed for technology support.
14. Provides assistance, training, and support for students, administrators, teachers, and other staff in the use of hardware, software applications, internet resources, and system policies.
15. Assists the Director of Technology in planning, organizing, and controlling the overall activities of computer operation.

TECHNOLOGY SPECIALIST

16. Assist in the creation of student accounts for school web-based applications including student information system exports for student technology applications.
17. Complies with directions and instructions from supervisor and performs other tasks and assumes such responsibilities as may be assigned.

EQUIPMENT USED: Uses a calculator, copier, computer, fax machine, and other office equipment.

WORKING CONDITIONS:

Mental Demands: Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress; ability to perform basic arithmetic; ability to perform multiple tasks.

Physical Demands/Environmental Factors: Moderate standing, walking, stooping, bending and lifting. Work with frequent interruptions; repetitive hand motions; prolonged use of a computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required 05/18 MG

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____