

Job Description

Title: Technology Specialist (District-wide)

Reports to: Executive Director of Technology or District's System Analyst

General Summary: Entry level technology position. Provides technical support for building staff in all areas of technology utilization. Maintains local computer network and computer systems. Assists individual faculty members with software and hardware questions. Assists District Technology Facilitators (Elem., MS, and HS) with technology troubleshooting as needed. Keeps building technology initiators informed concerning emerging technology. Assists initiators and curriculum personnel with individual and group training sessions on the use of technology to facilitate instruction and learning.

Essential Functions:

1. Supports the technology needs of the teaching and administrative staff.
2. Basic troubleshooting of hardware, software, and network infrastructure problems.
3. Handles and coordinates the repair and maintenance of building hardware.
4. Assists Technology Facilitators (all levels) in the development of technology staff development offerings.
5. Provides in-service for staff on use of building technology resources.
6. Insures district technology policies and standards are being followed and observed.
7. Helps to maintain inventory of the District's hardware and software.
8. Responds to a diverse range of questions about hardware, software, and computer applications effecting education and staff development.
9. Other duties as directed by the Executive Director of Technology or his/her designee.

Prof Tech Schedule

Qualifications:

- 1. Education Level: Formal training in computer/ peripheral operation and servicing
- 2. Certification or Licensure: None
- 3. Experience desired: Experience with using computers (i.e., Windows and Apple Intel based systems). Experience teaching computer use and troubleshooting.
- 4. Other requirements: Basic knowledge of networks, cabling, local and wide area networks, and Internet. Effective communication in both written and verbal form. Occasionally required to work in noisy, crowded environments. Must be able to work overtime as required. Knowledge of hardware and software applicable to school settings. Ability to work in a helpful and consultative role with teachers and administrators. Knowledge of operation and routine maintenance of computers and peripherals; telecommunications and research related to computers and their use in education. Commitment to ethical practices with the ability to work cooperatively with people. Ability to be flexible and provide instructions to adults.

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing			X
2. Walking		X	
3. Sitting			X
4. Lifting <u>50</u> lb max.....			X
5. Carrying <u>50</u> feet.....		X	
6. Pushing / Pulling			X
7. Climbing / Balancing		X	
8. Stooping / Kneeling / Crouching / Crawling.....		X	
9. Reaching / Handling.....			X
10. Speaking / Hearing.....			X
11. Seeing / depth perception / color.....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor. The FLSA status of this position is intended to be exempt.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____