

**Position:** Information Technology Specialist

**Department:** Technology Department

**Reports To:** Director of Technology & Information Systems

**Pay Grade:** 17

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**SUMMARY**

Responsible for developing, integrating, managing and supporting the systems and infrastructure, which enable and enhance web communications and applications across the district and to the parent community. Position includes project management of district facility projects that involve technology integration including analysis, implementation support and joint oversight of new technology projects and technology infrastructure. Responsible for supporting staff, students and families with educational technology, peripherals and hardware/software troubleshooting.

**NATURE AND SCOPE**

The Information Technology Specialist works under the general supervision of the Director of Technology & Information Systems, and is responsible for coordinating, monitoring, and resolving problems related to classroom and office computer networks (hardware, software, and peripheral equipment); provides technical guidance and support, including diagnosis, troubleshooting, installation and maintenance of software, hardware, and the district network; establishes and coordinates the district website and provides support to schools in maintenance of school websites.

**DISTINGUISHING CHARACTERISTICS**

Understanding of servers, wireless connectivity, technical aspects of instructional multimedia technology, and organizational aspects of project management.

**ESSENTIAL TYPES OF DUTIES** (Examples)

- Manages facility improvement projects which relate to technology expansion and/or refinement including infrastructure
- Manage, maintain, troubleshoot, repair, order new and setup the following at multiple sites: PC and Mac desktop and laptop computers in addition to a wide range of Chromebook models, network printers, network routers, switches, WIFI systems, and wiring.
- Works at the district office and schools/sites checking software applications, hardware, connectivity and data issues
- Coordinates monitors and resolves problems relating to classroom and office use of computer network software applications
- Oversees and maintains district servers
- Tests new software to ensure effective performance with hardware and be familiar with a variety of personal computer programs (database, spreadsheet, word processing and multimedia applications)
- Participates in available workshops and training in order to meet new technology standards and performs other duties as required
- Establishes consistent district and school web pages

- Provides resources and training which facilitate effective electronic communications with internal and external audiences
- Attends district and county technology meetings and committees as appropriate
- Order, setup, manage all district cell phones
- Order, program and manage 2 way radios. Maintain bus and district wide repeater system. Provide radio training.
- Install, maintain, repair classroom interactive white boards
- Work with vendors on ordering equipment, create quotes and order equipment.
- Work with teachers and office staff to troubleshoot computer issues.
- Plan computer lab remodels or moves.
- Troubleshoot phone systems at all sites. Install new VOIP phone systems at all sites and install, maintain and reprogram new VOIP phones when needed.
- Troubleshoot network based bells, clocks and PA systems. Maintain and oversee the installation of new PA systems at schools.
- Performs related duties and responsibilities as required to accomplish the objectives of the position

### **QUALIFICATIONS**

**Knowledge, Skills and Abilities:** Knowledge of the principles and techniques applied to the computer networks; managing of websites; servers; computer hardware and software; maintenance methods and procedures. Ability to analyze data and situations, develop effective solutions to system problems, and perform fixes for data management applications; communicate effectively in both oral and written form and work independently. Ability to organize and manage district technology infrastructure and to manage technology facility projects.

**Physical Abilities:** Vision sufficient to read printed materials; hearing and speech sufficient to conduct normal in-person and telephone conversations; mobility sufficient to efficiently perform the duties of the position. (Consideration may be given to reasonable accommodation for above.) The employee is required to sit or stand for extended periods of time, reach with hands and arm over head, stoop, kneel and crouch. The employee must occasionally lift and/or move up to 50 pounds.

**Education and/or Experience:** At least two years of college or vocational training with emphasis in computer technology (software applications, local area network, data processing and telecommunications).

Must pass the District's Basic Skills Test applicable to the position or, provide college level transcripts.

Rev: 4/21/21

Board Approved:5/26/21