



Technology Specialist

Reports To: Technology Coordinator

SUMMARY

Information Technology Specialists work with computer-based information systems, both software applications and computer hardware. Experience with multiple programming languages and diverse software and hardware is expected. Technology Specialists provide services related to software, hardware, databases, Web resources, networks and enterprise systems. They support the district's staff, assess the effectiveness of technology resources in use or new systems that are being implemented.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administer Local Area Networks including user and e-mail accounts. Some after-hours work may be necessary.
- Manage and monitor Internet access and use.
- Maintain network infrastructures and back-up servers.
- Establish virus protection.
- Supervise data file storage.
- Install, manage, configure and facilitate software use.
- Maintain software and hardware inventory lists.
- Install, configure, troubleshoot and repair computers.
- Assist teachers in integrating technology into the classroom.
- Instruct users in the use of networks, hardware and software where applicable.
- Serve as consultant to administrators, staff, and building and district technology committees.
- Serve on the district technology team, assisting other members of the team as needed.
- Participate in the design and maintenance of the district's web site.
- Assist with the scheduling of the district's WEN Video rooms and provide training on their use as necessary.

QUALIFICATIONS

- **Education:** Minimum High School Diploma or GED. Bachelor's Degree or higher from an accredited college or university with emphasis in technology preferred.
- **Language Skills:** Ability to respond to common inquiries from students and staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.

- **Computer Skills:** Knowledgeable and experienced in the use of computer software using standardized operating systems, installing hardware and assisting with helpdesk inquiries and requests.
- **Other Skills and Abilities:** Ability to work well with students and staff with multiple ability levels and assist in a training capacity. Appropriately communicate with students and district staff. Ability to exercise mature and professional judgment, be flexible, be organized and take initiative. Exhibit a willingness to seek cooperative working relationships with district staff, participate in planned meetings and district trainings, as well as grow professionally. Maintain confidentiality of information concerning colleagues, students and parents.
- **Certificates, Licenses, Registrations:** Appropriate network training/certification. Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is generally performed in an office or classroom setting, requiring the frequent use of communication equipment and computers. This position may require some travel around the District.

Performing the job duties of this position require the following physical demands: Some lifting, carrying, bending, stooping, kneeling, standing and sitting. Need to have the visual acuity and stamina to work at a computer frequently.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.