

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: TECHNOLOGY SUPPORT SPECIALIST

QUALIFICATIONS:

1. High school diploma (Baccalaureate Degree-preferred)
2. 2 or more years computer/software installation/ hardware repair exp
3. Certifications in computer / network fields recommended MCP, A+, Network+
4. Knowledge of computer hardware, software, diagnosis and repair. Windows 7, computer networking, Ethernet LANs, Internet, Office software
5. Good social skills, willing to work independently or in groups, quick learner
6. Ability to prioritize tasks

REPORTS TO: Director of Technology and/or Director of Technology Integration

JOB GOAL: To provide necessary skills to the technology department for implementing and maintaining district technology, computers and software. Maximize the educational opportunities and achievement of students by supporting district technology, staff and teachers.

PERFORMANCE RESPONSIBILITIES:

1. Communicate and work closely with the district technology department.
2. Serve as a technology resource to building teachers and administrators.
3. Communicate with teachers and students as encountered in an appropriate and efficient manner.
4. Serve as an accessible technology information resource for teachers and staff.
5. Maintain a high level of security as entrusted with confidential information.
6. Perform basic trouble-shooting and repairs on district computer hardware and software.
7. Perform hardware and software installation and upgrades.
8. Assess and report maintenance conditions as observed or encountered during completion of assigned tasks.
9. Installation of all technology equipment and systems within the district.
10. Perform other duties and responsibilities as directed by the Network Administrator Coordinator.

PHYSICAL DEMANDS: Must be able to lift up to 70 pounds, climb ladders and work in lifts.

TERMS OF EMPLOYMENT: 12 months as per School Board Policy GDBDA; compensation as per salary schedule.

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by the Director of Technology.

APPROVED BY SCHOOL BOARD: May 15, 2014