

Job Title: Campus Technology Contact
Reports to: Principal/Director of Technology
Dept./School: Assigned Campus

Primary Purpose:

Facilitate the effective use of technology at the campus level. Provide technical support in the use of hardware and software to multiple campuses.

Qualifications:**Education:**

Associate's degree in computer science or electronics

Special Knowledge/Skills:

Knowledge of computer hardware and software applications

Ability to analyze and resolve computer hardware and software problems

Knowledge of technologies available for use in instructional setting

Experience:

One year technical support experience

Major Responsibilities and Duties:**Technical Support**

1. Provide technical assistance to campus faculty and staff for use of equipment including computer hardware and software.
2. Provide immediate on-site assistance to campus staff with technology problems and questions.
3. Act as liaison with district technology personnel.
4. Maintain computers in campus lab(s) and classrooms and arrange for needed repairs.
5. Perform upgrades to software and hardware.

6. Assist with the organization and distribution of technology materials for classroom use.

Inventory

7. Maintain accurate inventory of hardware, software, and computer lab materials at assigned campus(es).
8. Identify, request, and control the inventory of repair parts.

Other

9. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
10. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
11. Comply with all district and campus routines and regulations.
12. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent district wide travel; repetitive hand motions; prolonged use of computers; lifting of heavy equipment (50 lbs).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____

Date: _____