

Coosa County Schools Job Description

JOB TITLE: TECHNOLOGY SUPPORT

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Two years of study at an institution of higher education.
3. A+ Certification preferred.
4. Network+ Certification preferred.
5. Experience with day-to-day computer repairs preferred.
6. Ability to diagnose computer and audio/visual related problems and to follow through with repairs.
7. Organizational skills a must.
8. Background clearance through FBI and ABI process.

REPORTS TO: Technology Coordinator

JOB GOAL: To provide district-wide technology services and support in an efficient, effective, and professional manner.

PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance; full compliance with system sick leave and personal leave policies.
2. Lead by example in the setup, repair, and maintenance of all computers and peripherals.
3. Lead by example in the installation of all networks (hubs, switches, cabling, adapter cards, bridges, etc).
4. Create images and coordinate the dissemination of them across the district to all machines.
5. Troubleshoot surveillance equipment issues and assist with usage, questions, and implementation.
6. Track the supply of repair parts and spare equipment and communicate orders as needed.
7. Assist in the repair and maintenance of audio-visual equipment.
8. Assist Technology Coordinator in conducting in-service training as assigned.
9. Assist in the installation and maintenance of instructional and administrative software.
10. Maintain and troubleshoot Distance Learning/Video Conferencing equipment.
11. Support as needed ACCESS Support Center.
12. Be familiar with and follow system policies.
13. Maintain proper and professional relationship with students, parents, other employees, and the public.
14. Maintain the confidentiality of information pertaining to students, staff, and school system.
15. Perform other duties as instructed by Technology Coordinator.

PHYSICAL REQUIREMENTS: Medium work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.