

Lauderdale County Schools
Florence, AL

Job Description

Position: Technology-Network Specialist

Department: Instructional Operations

Reports To: Director of Technology

FLSA Status: Non-Exempt

Contract Days: 240 days

Salary: Based on the System Salary Schedule

Qualifications:

1. Minimum: BS degree in technology related field from an accredited college or university.
2. Minimum: 3 years experience in field

Purpose of Job

To assist in providing strategic vision for the district's technology department supporting both student achievement and district infrastructure. To assist with setting district priorities and implement technology processes and procedures that will help implement or achieve strategic work plan objectives.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Administer, install, and maintain servers and networking.
- To assist with service routines, procedures and methods to ensure efficient computer utilization and expedient completion of schedule requirements.
- Setup and maintain local and online applications and programs.
- Must be self-directed.
- Manage multiple activities in a fast paced environment
- Maintain existing legacy equipment.
- Ensure that system uptime & performance requirements are met
- Willing to attend technology meetings at the local and district level.
- Assists in planning and coordinating technology integration in the K-12 curriculum.
- Performs such other tasks and assumes such other responsibilities as the Director of Technology may from time to time assign or delegate.

Additional Job Functions

Perform other duties as assigned.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

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. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.