



South Lane School District

Job Description

Job Title: Technology Specialist
Reports To: Technology Supervisor
Evaluated By: Technology Supervisor

JOB SUMMARY

The Technology Specialist performs a variety of tasks related to the use of computers in the school's Technology Center, offices and classrooms.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Follows and maintains knowledge of all applicable District policy (ies) and procedures.
 2. Assists School District staff with planning, installation, and use of computers, software, networks and computer-related equipment.
 3. Works with building staff to maintain their school's computers and networking equipment in good working order.
 4. Responds to hardware and software problems at building sites
 5. Maintains accurate records, inventories, and reports as assigned by the Technology Supervisor.
 6. Cleans, builds, refurbishes and otherwise maintains a variety of computer systems.
 7. Participates in maintenance of telephone systems.
 8. Maintains a safe and clean working environment.
 9. Maintains appropriate certifications and training hours as required.
 10. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
 11. Grows knowledge base through ongoing professional development.
 12. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Participates in staff meetings and professional development activities as directed.
 2. Works cooperatively with other Department Specialists as assigned by the Technology Supervisor.
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SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Education and/or Experience:** High school diploma or General Education Diploma (GED). One or more year of experience working on large networks and working with a variety of computer software, hardware and peripherals including Windows and Macintosh OS. Prior experience working in schools and knowledge of data and voice networking technologies is desirable.
2. **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver license.
3. **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact and communicate with students and staff appropriately. Create a safe and welcoming atmosphere for students and staff.
4. **Language Skills:** Ability to communicate fluently, verbally and in writing in English. Ability to read and interpret computer hardware and software manuals. Ability to follow written directions.
5. **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
6. **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form. Ability to deal with problems involving several variables in a variety of situations.
7. **Computer Skills:** General knowledge of computer usage and ability to use e-mail. Knowledge of various computer platforms, including: Unix, Linux, Cisco IOS, Windows, and Macintosh OS. Knowledge of data and voice networking technologies. Skills in the management of data and programs; installation, configuration and troubleshooting of industry standard hardware and software.
8. **Other Skills and Abilities:** Duties may include work hours outside a “typical” shift.

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, see and hear. The employee is frequently required to walk; stand; sit and use hand . The employee is occasionally required to lift up to 60 pounds, carry and move work related supplies and equipment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and may be affected by unpredictable, disruptive and/or unruly student behavior. The employee may occasionally be required to wear protective clothing (typically gloves) and use safety equipment. Employees have the potential to be exposed to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises and odors.

OTHER

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 as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee

Prepared Date: March 2014

Reviewed/Adopted By: SLSD School Board

Review Date: June 2014

I have read and understand this job description.

Signature:

Date:
