

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

Technology Specialist

QUALIFICATIONS

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years experience in educational computing to include: networking and computer repair experience, verifiable computer training related to networking and/or repairs.
- (3) Possess a valid Florida Drivers License.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to effectively use problem-solving skills. Ability to identify important issues or problems in area of responsibility. Analytical skills to review information and formulate alternative solutions to problems. Ability to remain current in new technologies as they relate to program development. Knowledge of software and networking applications. Knowledge of installation of computer hardware and software. Ability to evaluate the hardware and software needs of users.

REPORTS TO:

Director of MIS

JOB GOAL

To provide computer technical assistance in the way of the installation, maintenance, configuration and troubleshooting of all computers and peripherals both at the school level.

SUPERVISES:

NA

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain a working knowledge of all types of end-user computer equipment, both hardware and software.
- * (2) Assist in the connection of all end-user computers to the wide-area network.
- * (3) Comply with district property record procedures.
- * (4) Provide for the maintenance of computer equipment and peripherals.
- * (5) Inspects computer equipment, diagnose problems, and initiates repairs.
- (6) Advise schools on hardware and software purchases.
- * (7) Assists users in planning, installing, and operating local area networks.
- (8) Relocate computer and network equipment throughout the District and/or assigned work site as requested by school site administrator.
- * (9) Participate in school/district technology meetings.
- (10) Use effective, positive, interpersonal communication skills
- (11) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: exerting up to 50 pounds of force occasionally and/or up to 20 pound of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of personnel.

*Essential Performance Responsibilities

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Job Description Supplement Code 10

Board Approved 9-12-05