

Job Title: Seasonal Technology Specialist**Location:** Pottsville Area School District**Reports To:** Direct of Technology**Employment Type:** Part-Time less than 30 hours/ per week**Position Summary**

The Technology Specialist plays a key role in supporting the district's technology infrastructure and ensuring smooth operation of devices and software systems. This position offers hands-on experience in troubleshooting, maintaining hardware and software, and assisting staff and students in a dynamic K-12 educational environment.

Key Responsibilities

- Deliver responsive technical support for staff and students, including diagnosing and resolving hardware, software, and network issues.
- Assist with the setup, configuration, and deployment of computers, iPads, printers, and classroom technology.
- Maintain accurate technology inventory and asset tracking across the district.
- Install and update software applications on district devices to ensure optimal performance.
- Support network connectivity and promptly report connectivity issues.
- Respond to help desk tickets, document resolutions, and maintain clear records in the district's ticketing system.
- Perform routine maintenance tasks such as cleaning devices, checking cables, and updating firmware.
- Adhere to district policies on data privacy, cybersecurity, and acceptable use.

Qualifications

- Basic understanding of computer hardware, operating systems (Windows, macOS), and common software applications.
- Familiarity with networking concepts is a plus.
- Strong problem-solving skills and attention to detail.
- Excellent communication skills for assisting non-technical users.
- Reliable, self-motivated, and able to work independently under supervision.

Preferred Skills

- Experience with various technology systems.
- Knowledge of classroom technology such as interactive Smartboard and projectors.
- Understanding cybersecurity best practices.
- Must be able to transport materials weighing up to 50 lbs.
- Requires standing for long periods and occasional bending and reaching.