

# Carlynton School District

## Job Description



**Position:** Systems Administrator/Technology Assistant  
**Reports to:** Director of Technology  
**FLSA Status:** Non-Exempt  
**Employment:** Full Time - Class I-T Secretary

### Position Summary:

The **Systems Administrator/Technology Assistant** is responsible for continued operation of District technology including, but not limited to, Infrastructure, Telecommunications, Business and Educational Applications, and Audio/Visual equipment. The Technology Assistant also assists the Technology Director in providing direction, coordination, integration, and implementation of technology across all school district buildings and departments. The Technology Assistant also assists in the coordination and training of district employees.

### Qualifications

Candidates must demonstrate competency in the following systems sufficient to successfully perform assigned duties. Demonstrated competency may be verified through the district qualification assessment process:

- Google Suite Administration
- MS Active Directory
- Print Server Management
- PowerSchool Administration
- New Employee onboarding

### Essential Duties and Responsibilities

- Attends meetings, conferences, trainings, etc. for the purpose of attaining information required to perform the job or reporting to the entities. These duties will only be required in the absence of the Director of Technology who will retain primary responsibility.
- Assist in creating permissions and individual access to technology applications and

services for the purpose of ensuring proper access to technology systems by staff, students, parents, and others consistent with district operating guidelines and regulations.

- Assists in compiling data for the preparation of short- and long-term technology budgets and monitors budget throughout the year.
- Assists in imaging, setting up equipment, email accounts, and phone accounts.
- Keeps an accurate inventory of all equipment.
- Provides input to the Technology Director on equipment status for the purpose of purchasing, maintenance, and repair.
- Assists in the maintenance and operation of Student Information Systems, Learning Management Systems, Online Courses, and Online Assessments.
- Manages the functioning technology (Infrastructure and Applications) operations of the district to ensure consistent and reliable use by students, staff, and parents on a daily basis.
- Assists in the preparation of progress reports, student detail reports, parent portals, report cards, class rank, QPA, and student schedules are accurate and can be distributed to students and parents.
- Assist with technology repair and assistance in the event of power outage, system malfunction, system attack, or unexpected system shutdown.
- Assists with the coordination of services with contracted vendors.
- Supports the implementation of operational and educational technology initiatives for the purpose of assisting with delivery and implementation of initiatives, providing support and assistance to others, providing oversight of projects and/or training, and providing information to others to ensure successful implementation.
- Assist the Director of Technology with assessment of technology applications, tools, and programs to provide feedback to the admin team and teachers to help ensure and promote appropriate acquisition of technology materials.

#### **Personal Qualifications:**

- Ability to establish and maintain productive working relationships with students, parents, staff, administration, and the general community.
- Ability to manage work responsibilities and challenges in a fair, firm and equitable manner.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Ability to communicate effectively.
- Ability to listen and respond to people in a professional, effective manner.
- Ability to work on multiple tasks and prioritize appropriately.

- Ability to exercise initiative and make decisions (with input from administration) to meet deadlines or to effectively handle emergency work.
- Ability to work collaboratively with staff, communicate and problem-solve.

### **Professional Qualifications**

- Requires a minimum of a High School Diploma.
- Experience and education in technology support services. A minimum of one (1) year technology support experience preferred.
- Requires experience and skills with appropriate technologies (word processing, spreadsheet, presentation and webpage software, email, Internet as a reference/research tool, desktop publishing, creation of various forms, telephone/voicemail system, etc.)
- Requires ability to maintain efficient flow of work schedule and responsibilities.
- Strong interpersonal, organizational and communication skills.
- Maturity and ability to deal harmoniously with all types of people.
- Use of discretion regarding the handling of confidential information.
- Demonstrated ability to work under deadlines and to prioritize tasks.
- Demonstrated ability to effectively generate correspondence and coordinate communication between administration, staff, substitutes and other stakeholders.
- Past indications of willingness to upgrade skills.
- Demonstrated knowledge and application of effective secretarial principles, practices and trends.
- Demonstrated knowledge and application of communication techniques and technologies for job-related responsibilities.
- Must be able to perform the performance responsibilities listed above at a high level.

### **Reports To:**

- Director of Technology

### **Position Requirements:**

#### **Work Performance:**

- Acknowledges individuals' requests and handles them in a friendly and courteous manner. Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures.
- Follows the chain of command.

- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Keeps District business confidential.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to organize office setting to efficiently accomplish tasks.
- Ability to multitask.

#### **Temperament:**

- Ability to work as a leader, coordinator and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to work in an environment with frequent interruptions.
- Ability to be respectful and empathetic.

#### **Personal Skills:**

- Plans and prioritizes assignments effectively.
- Able to handle several ongoing tasks and projects at once.
- Able to adjust to changes in the work environment.
- Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- Maintains a good attitude toward administration, fellow employees and the public.
- Maintains productive working relationship with immediate supervisor

#### **Technical Skills:**

- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- Has working knowledge of office equipment.
- Proofreads work for grammar and spelling accuracy.
- Ability to compose clear, concise sentences and paragraphs.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications. Basic Excel: working with multiple sheets in a workbook, basic formulas, etc.
- Using as a data source for mail merges.

- Working with Microsoft Word documents: tables, fill-in forms, protecting documents, graphics, brochures, fliers, certificates, etc.
- Working with desktop publishing tools to create various documents.

**Physical Demands:**

- Occasional traversing throughout school building.
- Often sitting for extended periods.
- Standing for periods of time.
- Moderate lifting from 15-30 pounds.
- Some moving of various items - up to 30 pounds.
- Manual dexterity to use office equipment.
- Repetitive operation of computer keyboard.

**Work Environment:**

- Generally, office setting year-round.

**Driver's License:**

- Must have a valid PA driver's license.

**Clearances:**

- Every employee must submit an Arrest/Conviction Report and Certification Form as required under Pennsylvania Act 24 of 2011, Act 34 (Criminal Record Check), Act 151 (Child Abuse History Check), FBI (Federal Bureau of Investigation) Criminal History Check, Act 126 (Part I) Recognizing Child Abuse and Mandated Reporter Training, and Act 126 (Part II) Professional Ethics & Educator Discipline Act.
- As per Act 15 of 2015, all clearances must be renewed every five (5) years. Also, as of December 22, 2014, Act 168 of 2014 requires all newly hired employees to provide the District with the Sexual Misconduct/Abuse Disclosure Release Form for all former employers in which they had direct contact with children and any current employer/s. The District may not hire any applicant for a position until the employment history review process has been completed.

**Terms of Employment:**

- 12-month work year. Salary and benefits per the Collective Bargaining Agreement between the Carlynton School District and the Carlynton Federation of Teachers, AFT Pennsylvania Local #2120, AFT-PA, AFL-CIO, Secretarial-Cafeteria-Aides Unit. The work year schedule will be coordinated with the direct supervisor in conjunction with other secretarial schedules to ensure proper coverage during the summer months.

**Evaluation:**

- Performance will be evaluated by the Director of Technology on the basis of this job description at least once annually. This job description is subject to change as determined by the Superintendent.
- Approved by Administration and provided to the Board of School Directors **April 21, 2026.**