AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**PART TIME SPECIALIST TECHNOLOGY**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**P/T IT 6**	DUTY DAYS:		DATE REVISED:	**04/29/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

A Bachelor's degree related field from an accredited college or university is required. A valid Texas Teaching Certificate is preferred. Three (3) years or more of related experience operating, maintaining, and troubleshooting computers and various software applications is also required.

SKILL REQUIREMENTS:

This position requires the ability to apply knowledge of current education and instructional theories, methodologies, techniques, and principles. Incumbent must have the ability to troubleshoot and remedy problems with software, computers and other devices and recommend and/or implement solutions. Incumbent must have the ability to communicate and work effectively with students, staff, parents, and as a team, organize and maintain records. Employees in this position must be able to read, write, and speak/communicate in English to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent is responsible for providing instruction and staff development. Incumbent will troubleshoot and provide resolutions regarding technology using the Austin ISD central ticketing system and coordinate with district technology staff.

ESSENTIAL FUNCTIONS:

- Provide instruction to students and staff serving as the technology resource for assigned campus.
- Assist staff in implementing software for classroom use.
- Prepare and teach lessons in the computer lab.
- Provide ongoing staff development in all aspects of assistive technology, software, hardware, integration strategies, modifications and accommodations.
- Provide technology assistance to campus and any consultation/training needed for implementation.
- Install and maintain software as needed.
- Support the technology needs of staff; trouble shoot and solve hardware/software problems.
- Coordinate repair and maintenance of campus hardware.
- Coordinates the installation of new computer hardware, software, and networking equipment.
- Serve as technology liaison between campus and various district staff.

- Provide information to the campus technology committee, including suggestions and long-range goals for curriculum development on computer technology.
- Maintain inventory of all campus computer equipment, software, and related licenses.
- Trains student, teachers/staff, and/or parents on use, integration into classroom activities, programming, and troubleshooting techniques of various devices.
- Attend meetings on campuses with teachers, parents, and administrators to discuss technology needs.
- Attend district level meetings with the Information Systems Department and Instructional Technology.
- Generate technology recommendations for campus.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect..

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Services are generally provided at schools working with students, teachers, and administrators. Some physical exertion is necessary to transport educational materials and/or computer equipment from one workplace to another. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position receives administrative supervision and is typically evaluated about three times per year. Supervisor may provide detailed instruction regarding changes in policies, procedures, or laws or in reference to unusual circumstances or problems. Incumbent has significant contact with central office technology staff, students, parents, teachers, and other school staff to provide instruction, offer guidance, exchange information and receive technology training.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	