

Carthage R-9 School District
JOB DESCRIPTION

Job Title: Technology Liaison to Students

Responsible to: High School Principal and Director of IT

Qualifications:

- Associate's Degree or 60 credit hours in related field
- Excellent communication abilities, student services experience, bilingual skills preferred
- Proven diagnostic and problem-solving skills
- Knowledge of security and privacy principals
- Background in troubleshooting sufficient for installation and repair

Primary Functions:

Under the supervision of the Carthage High School Principal and the Director of Information Technology, the liaison's primary focus will be to provide on-site support to *student* users, setup of student 1:1 devices, and general support of student technology related issues and concerns.

General Responsibilities:

- Assist in the distribution of 1:1 devices among student users
- Diagnose, maintain, and repair 1:1 devices
- Post and maintain scheduled hours for student support
- Oversee student workers/interns as determined by high school personnel
- Perform updates and upgrades as needed
- Complete other duties as assigned