MSD DECATURE TOWNSHIP
BUILDING TECHNOLOGY SUPPORT STAFF JOB DESCRIPTION

Job Title: Technology Specialists, Technology

Work Year: 180 days

Department: Elementary Schools/Technology

Reports To: Principal/IT Department

Starting Salary: $ hr

SUMMARY:
Responsible for facilitating 21st century skills to general and special needs primary and upper elementary learners. Duties also include maintaining the school’s website; as well as supporting staff with technology integration. Will be the first line of defense/tier 1 support for Information Technology Department. Responsible for the day to day management of iPad and asset management, may assist with translation and/or communication using second language skills when possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, and frequency may vary depending upon building assignments and other factors.

Through the instruction of the Information Technology Department support digital iPad competencies by working with teachers in classrooms and conducting small workshops.

Be the first line of defense/tier 1 support of all technology ie. iPads, printers, projectors. Troubleshoot issues with iPads that students may have on a daily basis as well as support and monitor help requests for building technology equipment repairs. Create and Maintain an iPad depot where students can take their iPads for questions, troubleshooting and related issues. Prepare iPads for repair and return, provide a loaner iPad, report thefts and abuse.

Obtain and maintain basic computer/technology knowledge and skills to operate iPads, technology devices, projection systems., etc. attending classes/courses.

Act as school technology facilitator by providing training for learners and assisting with integrating technology into the classroom. Support school staff on devices, peripherals and the latest applications that become district standards.

Participate in appropriate District training and in services to keep abreast of ever-changing technology.
Assist with district testing.

Maintain an accurate and current list of technology-related inventory items in the building, including each iPad. Responsible for collecting and deploying ipads.

Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING:
Minimum high school diploma or equivalent. Courses in personal computers, Learning Management Systems, Outlook, and iOS Works Suite preferred. Must successfully complete job embedded staff development as part of the No Child Left Behind Act within the first year of employment.

EXPERIENCE:
At least one year of experience with personal computers. Experience with Apple products, iPads, iLife Suite, educational software and working with children preferred.

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:
Oral and written communication, interpersonal, organizational, detail oriented, decision making, problem solving, intermediate personal computer hardware and software and basic math skills. Ability to work with students with diverse backgrounds and abilities. Ability and willingness to learn new technology both independently and through formal training. Ability to seek out appropriate resources to resolve technology problems. Operating knowledge of and experience with personal and general computer hardware and software required at hire. Operating knowledge of iOS iLife Suite, Web 2.0 and Cloud resources, Safari Google Chrome, and Outlook preferred at hire; required within 5 months after hire. English language skills required. Oral and written fluency in second language may be preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS:
Apple certifications are preferred by not required.

SUPERVISION/TECHNICAL RESPONSIBILITY:
Acts as a resource for individuals and students throughout the school by providing instruction, training and troubleshooting related to technology equipment.

SAFETY TO SELF AND OTHERS:
Medium exposure to self to bruises and cuts due to moving computers and equipment and to repetitive motion activities due to keyboarding.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is regularly required to stand; walk; and talk or hear. The employee is occasionally required to sit. Specific vision abilities required by this job include close vision,
distance vision, color vision and peripheral vision.

WORK ENVIRONMENT:
The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS:
While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.