



Elementary Technology Specialist Job Description

Elementary Technology Specialist for Lexington Public Schools works directly with all pre-k through 5th grade administrators, teachers, and staff to provide on-going technology related assistance, maintain technology equipment and infrastructure in each building.

- Maintains all district hardware including but not limited to computers, iPads, Apple TVs, LCD Projectors, Document cameras & etc. for all classrooms, teachers, staff and students, pre-k through 5th grade
- Performs deployment, maintenance & updates for all computers & iPads in grades Pre-K – 5
- Maintains & updates inventory of all technology equipment in grades Pre-K – 5
- Lead role & first responder for all printer/copier maintenance at Pre-K-5
- First responder troubleshooting for all technology related issues at Pre-K – 5
- Process all technology equipment for repair- remove & return equipment to original location- set up temporary equipment for grades Pre-K – 5
- Initial troubleshooting for network issues in all Pre-K- 5 buildings.
- Assist with all technology staff developments.
- Other duties as needed or assigned.

Job is inside air-conditioned and heated offices, and will require traveling between buildings with occasional outside service work. Strong communication skills as well as good oral and written skills are essential. This position requires that the employee is able to work flexible work hours that may include nights and weekends and have own transportation available. Position requires some lifting up to 45 pounds.