STARKVILLE SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Technology Support Specialist

REPORTS TO: Director of Technology

LENGTH OF CONTRACT OR WORK YEAR: 12 months (240 days)

SPECIFIC JOB RESPONSIBILITIES:
1. Provides assistance in the installation, maintenance, upgrading and repair of all technology hardware, software, and networks in the district.
2. Provides assistance in training and supporting staff in the use of software and hardware.
3. Assists in evaluating existing hardware and software and recommending improvements.
4. Assists in providing network support for schools.
5. Assists in the installation and maintenance of all network cabling and related components.
6. Assists in the ongoing implementation and evaluation of all aspects of the district’s and schools’ technology plans.
7. Reports regularly and punctually to assigned work location and notifies supervisor or designee of impending absence in a timely manner.
8. Any other duties as assigned by the Director of Technology.

MINIMUM QUALIFICATIONS:
1. Bachelor’s degree in a field related to computer technology systems or equivalent combination of education and experience in troubleshooting computer software and hardware problems and supporting users in a network environment.
2. Excellent interpersonal and communication skills both orally and in writing.
3. Ability to establish and maintain positive and professional working relationships with co-workers.
4. Good organizational and problem solving skills. Self-directed individual who can determine work assignments based on an understanding of established practices.

DESIRABLE QUALIFICATIONS:
1. At least one year’s experience in supporting hardware and software in an educational environment.

Approved by Board of Trustees: August 2, 2011