

Technology Specialist

Primary Functions (Job Goal)

Augments the current technology hardware and software support resources throughout the district by providing a variety of routine and technical computer work associated with the successful maintenance and daily use of computer-related technology.

Reports To (accountability)

Director of Information Services

Supervisory Responsibilities

None

Qualification / Local Requirements

- High school diploma or GED. Preferred minimum 36 hours college credit hours recently completed in IS/IT/MIS or related military experience.
- Technology related field of study preferred.
- 3 years of progressively responsible professional IT experience.
- Working knowledge of information technology systems and networking theory, principles and current practices and developments.
- Working knowledge of the application and integration of wireless technology systems.
- Working knowledge of server and desktop operating systems, including Windows and Linux.
- Working knowledge of the application and integration of audio, video and related communication systems.
- Working knowledge of the latest revision of Microsoft Office and the Google Apps productivity suite.
- Ability to solve independently most minor problems.
- Ability to communicate professionally with staff and students to determine their needs, concerns and/or nature of problems that may be relative to the use technology equipment or software.
- Skills in the proper, safe use of the following:
 - Ladders.
 - Basic hand tools such as screwdrivers, pliers, side-cutters.
 - Basic power tools such as a small electric drill.
 - Basic measurement tools such as a DVM and Network Media Checker.
- Pre-employment medical examination, including tuberculosis clearance.
- Pass a Regional Office of Education Fingerprint / Background Clearance including Federal Bureau of Investigation.

Physical Requirements

The usual and customary methods of performing the job's functions require the following physical demands:

- Occasional lifting up to 50 pounds, due to need to lift and transport computer-related equipment.
- Occasional carrying, pulling and/or pushing.
- Occasional climbing and balancing.
- Occasional stooping, kneeling, crouching and/or crawling.

Essential Duties and Performance Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The competent Technology Specialist will:

- Demonstrate support for the Mission, Beliefs and Goals of District 30-C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Support, implement, promote and enhance the district's instructional program through effective management practices.
- Communicate with colleagues, students, parents, administration, and the community as needed to meet professional standards.
- Supports initiatives within the Information Services group.
- Install, maintain and provide any necessary upgrades to various information and communication systems, services and facilities as assigned.
- Assist the Director of Information Services by participating in the integration of information technology across the district.
- Support all aspects of technology infrastructure needed for staff and students to successfully utilize district technology resources effectively.
- Support all aspects of technology use throughout the district, including computing, document imaging and audio / video.
- Serve as an additional resource to the 7 school Technology Associates.
- Participate in the testing and implementation of software upgrade releases.
- Assist with the technology organization necessary to facilitate district and state-level assessments.
- Assist the Director of Information Services in maintaining adequate inventory of spare parts and consumable items for maintenance of technology infrastructure.
- Assist administration when necessary and requested.
- Perform other duties as assigned by the Director of Information Services.

Term of Employment

12 Months

Completion of mandated training through Global Compliance Network

16 Paid Holidays

FLSA Non Exempt Status

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Employee Signature

Date