

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS

JOB DESCRIPTION

TITLE: **TECHNOLOGY SPECIALIST**

REPORTS TO: Director of Technology

QUALIFICATIONS:

1. New Jersey Department of Education Instructional Certification preferred
2. Demonstrated record of helping people with technology ideally in a K-12 help desk setting
3. Hands-on experience with hardware, software and information systems
4. Bachelor's Degree and industry certifications in relevant fields
5. Required Office of Student Protection (formerly Criminal History) clearance and proof of U.S. citizenship or resident alien status
6. Other alternatives as determined by the Superintendent

RESPONSIBILITIES:

The Technology Specialist is responsible for providing direct technical support services to all district faculty, staff, and students for hardware, software, and training requests. The Technology Specialist will be versed in the area of technology education, and make recommendations to the administration regarding purchases of software, and hardware that will improve the use of technology for classroom instruction. The Technology Specialist must maintain good communication with school officials, school staff, vendors, and organizations.

DUTIES:

1. Manages Technology Interns on daily basis.
2. Insures accurate updates to help desk tickets and timely completion of those tickets.
3. Supports staff with local network problems, both hardware and software, as they occur, tracking issue through Help Desk system.
4. Installs and configure computer software for district and individual staff use.
5. Provides technical software support to staff.
6. Provides training to staff on new and existing software applications.
7. Improves existing programs by reviewing objectives and specifications; evaluating proposed changes; recommending changes; making modifications.
8. Attends annual in-person meetings with each buildings technology faculty/staff to review current technology deficiencies and recommend solutions.
9. Maintains a working log detailing all required server software updates.

10. Manages the maintenance and repair of all hardware located on the UCVTS campus.
11. Manages the maintenance and repair of all 1:1 hardware utilized by students and staff.
12. Provides on-site technical assistance for both hardware and software to all personnel, as needed.
13. Maintain inventory for districts hardware, including 1:1 devices, computer labs, projectors, etc.
14. Assists in the technology training programs for all personnel.
15. Assists with the management of creating training materials pertaining to computer troubleshooting and usage.
16. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
17. Advises the Director of Technology of new and emerging technologies.
18. Performs other related duties as assigned by the designated administrator and/ or the superintendent of schools.

SKILLS

Problem Solving, Presenting Technical Information, Process Improvement, Software Maintenance, Software Testing, Software Performance Tuning, Network Performance Tuning, Database Performance Tuning

HUMAN RELATIONS:

1. Works cooperatively and enthusiastically with staff and the administration in achieving the schools' educational goals.
2. Exhibits professional and ethical attitudes and behaviours toward colleagues.

SCHOOL-WIDE EFFECTIVENESS:

1. Implements required school regulations and administrative requests.
2. Accepts responsibilities for the provision of a safe and clean environment.
3. Establishes and maintains parents/guardians and community confidence in the schools' programs and efforts.
4. Contributes/lends assistance to committees, staff meetings, and/or individuals promoting school related activities.
5. Demonstrates good attendance and punctuality.

PROFESSIONAL GROWTH:

1. Works with colleagues to evaluate and to ensure effectiveness.
2. Seeks assistance when necessary.
3. Accepts and uses constructive suggestions.

4. Benefits from opportunities to improve professionally including, but not limited to, taking courses, attending workshops, attending lectures, reading current materials, and participating in professional organizations.
5. Develops ways of applying recently acquired professional knowledge and skills.
6. Sets appropriate professional growth goals and objectives.
7. Keeps informed of recent developments in his/her area of expertise.

TERMS OF EMPLOYMENT:

Twelve months, unclassified position

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of Board of Education Policy and State Law.

The list of duties above does not constitute an exclusive listing of functions but merely sets forth by way of guidance some of the duties of the position.