

**Technology Systems Specialist
Job Description**

POSITION TITLE: Technology Systems Specialist

REPORTS TO: School Principal and County Central Office Technology Supervisor

EMPLOYMENT TERM: Minimum 200 Days

JOB DESCRIPTION:

A person assigned to support and maintain local area networks, servers, computer workstations, or other computer related systems or technologies.

QUALIFICATIONS:

Eligible for Initial Temporary Authorization for Technology Systems Specialist, as defined in State Board Policy 5202.

CERTIFICATION/RENEWAL

1. Hold a minimum of an associate's degree from an accredited institution of higher education, as defined in §126-136-4.5.
2. Possess at minimum two valid Basic Level Technology Certifications or one valid Advanced Level Certification as approved by the WVDE.
3. Receive the recommendation of the county superintendent.
4. Completion of at least 15 clock hours annually of in-service credit offered or approved by the WVDE.

DUTIES and RESPONSIBILITIES:

- Works with the principal and school leadership team to provide access to technology resources and services.
- Responsible for the documentation, inventory, installation, configuration, service maintenance, repairs, modifications, and upgrades on local area networks (LANs), computers, workstations, peripherals, electronic whiteboards, data projectors, operating systems, software and other technology related components
- Contacts appropriate resources (county, RESA, State Contract Vendors, warranty providers, etc.) for additional assistance;
- Assist in the process to determine and implement security policies and procedures
- Plan, test and deploy networking products, software and migrations
- Manage users, permissions and security settings
- Configure and manage anti-virus and risk management applications
- Install and configure network versions of software
- Plan, implement, manage and provide routine maintenance to all computers
- Research any misuse and abuse of computer, network or Internet privileges
- Performs data back-up and recovery procedures;
- Assists with training teachers in equipment operations;
- Maintains logs of equipment and software problems;
- Provides technical expertise, guidance and informal training to teachers and students using hardware and software programs;
- Performs related duties as required;

KNOWLEDGE, SKILLS, and ABILITIES:

- Possesses knowledge of hardware and technical software operations for local area networks, servers and operating system software, computer workstations, peripherals, and related educational technologies
- Demonstrates ability to operate technology equipment and use standard software programs such as word processor, presentation software and spreadsheets
- Knowledge of basic hardware and software equipment
- Ability to maintain accurate detailed records
- Knowledge of backup and recovery procedures
- Ability to understand technical manuals and apply the methods to correct personal computer or LAN/WAN operational problems
- Ability to analyze test data and results
- Demonstrates skills in effective communication
- Demonstrates strong interpersonal skills
- Ability to establish and maintain effective working relationship with other employees
- Possesses organizational skills
- Communicates effectively with all levels of technology user