TECHNOLOGY SYSTEM SPECIALIST

Job Description

Job Description:

The Technology Systems Specialist is assigned to install, support and maintain local area networks, infrastructure, servicer, computer devices and other computer related systems or technologies to maximize the effective use of instructional technology.

Qualifications:

1. Holds a minimum of an associate's degree in a technology field from an accredited intuition of higher education, as defined in 126-136-4.5.
2. Possesses, at minimum, two valid Basic Technology Certifications or one valid Advanced Level Certification as approved by the WVDE.
3. Possesses and demonstrates advanced knowledge of hardware and technical software operations for local areas networks, servicers and operating system software, computer workstations, peripherals, and related educational technologies.
4. Possesses and demonstrates knowledge of hardware and technical software operations for Security Cameras and Doors systems. (Ganz, Verkada and Keri preferred)
5. Demonstrates effective problem-solving skills to correct personal computer or LAN/WAN operational problems.
6. Possesses effective communication and interpersonal skills.
7. Possesses strong organizational skills.
8. Possess a valid state issued Driver's License.
9. Ability to lift 50 lbs.
10. Ability to safely climb and work from ladders and operate an aerial lift or bucket truck to access elevated equipment and infrastructure.

Length of Employment: 260 days

Immediate Supervisor: Director of Technology

Responsibilities:

1. To work with the principal and school leadership team to provide access to technology resources, services and security systems.
2. To maintain the documentation and inventory of technologies and systems; to install, configure, service, repair, and upgrade on computers, peripherals, instructional technologies, and other technology related components.
3. To work with members of the County Technology Department to maintain the local area network (LAN) and servers.
4. To contact appropriate resources (county, State Contract Vendors, warranty providers, etc.) for additional assistance.
5. To assist in the process to determine and implement security policies and procedures.
6. To work with members of the county Technology Department to plan, test and deploy networking products, software and migrations.
7. To install and/or upgrade infrastructure, security and building access related hardware software.
8. To install network versions of software on appropriately licensed workstations.
9. To plan, implement, manage and provide routine maintenance to all computers.
10. To research/investigate any misuse and abuse of computer, network or internet privileges.
11. To assist end users in determining appropriate data back-up and recovery procedures.
12. To assist with training teachers in equipment operations.
13. To maintain accurate logs of equipment and software problems.
14. To provide technical expertise, guidance and informal training to teachers and students using hardware and software programs.
15. To complete required reports in a timely manner.
16. To complete at least 15 clock hours annually of in-service credit offered or approved by the WVDE.
17. To perform duties as assigned by the Assistant Superintendent and the Director of Technology.

Jackson County Board of Education

Adopted May 5, 2025

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