

District Technology Specialist

Job Title: District Technology Specialist
Department: Instructional Support
Reports to: Principal/ Superintendent
Classification: Non-exempt

Summary

A district technology specialist provides non-instructional services for the district.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Plan, implement, and support the district's computer network.
- Train administrators, faculty, and staff on all technology appliances and applications to integrate technology into the curriculum.
- Administer security procedures.
- Investigate, evaluate, recommend, and upgrade hardware and software to meet the district's needs.
- Maintain documentation for current network platform and maintain backup of critical data.
- Monitor, test, and troubleshoot network hardware and software problems.
- Recommend and schedule repairs to maintain network integrity.
- Develop, support, and maintain web site and web services to users.
- Manage, support, and maintain student information systems.
- Manage, support, and maintain district email systems.
- Manage, support, and maintain district internet connections.
- Recommend and assist in purchasing technology related items.
- Manage, support, and recommend utilization of peripheral technologies (presentation machines, ITV classrooms, etc.).
- Install, support, and maintain student and teacher use of computers, printers, and software.
- Work with technology representatives from each building.
- Collaborate as a member of the District Tech Team.
- Other duties as assigned by administration and/or prescribed by District policies and procedures.

Supervisory Duties

None

Qualifications

Education – Associates degree or higher

District Technology Specialist

Skills and Abilities

Language

An individual who holds this position must have the ability to:
Read and comprehend simple written and oral instructions, short correspondence and memos
Write short correspondence and memos
Communicate one on one and in small groups

Reasoning

An individual who holds this position must have the ability to:
Understand and follow verbal and written instructions
Occasionally solve problems involving concrete variables within standardized situations

Technology

Basic computer skills including word processing and data entry.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

An individual who holds this position:
Is frequently required to stand, stoop, bend and kneel
Must have both close and distance vision

Hearing

The employee must be able to hear a conversation in a noisy environment

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time.