

POSITION TITLE: Technology Specialist  
REPORTS TO: Director of Technology

QUALIFICATIONS:

1. Associate or college degree in Information Technology.
2. Previous experience in technical support/help desk.
3. Ability to communicate effectively with staff.
4. Knowledge of Macintosh and Windows computers and operating systems.
5. Knowledge of Smartphones, Smartboards, iPads, iPods, Chromebooks, and other technology devices.
6. Knowledge of networking systems.
7. Ability to assume responsibility, work independently, display initiative, and exercise good judgment.
8. Organizational skills in scheduling and carrying out assignments, managing records, and managing documentation for technology systems.
9. Ability to properly handle confidential matters and emergency situations.
10. Ability to work in a positive manner with students, staff, and the community.
11. Possess a valid driver's license and have access to a vehicle.
12. Perform the physical capabilities to lift and carry computers, printers, and other heavy technology equipment. (Approx. 70 lbs.)

GENERAL RESPONSIBILITIES:

The Technology Specialist is responsible for setting up, imaging, and delivering new technology equipment to all buildings. They provide Tier 2 technical support for hardware and software to school staff. This job is physically demanding, requiring the ability to bend, lift, kneel, crouch, and walk in order to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Setup, install, and maintain district computer systems.
2. Set up, install, and maintain printers, computer peripherals, and other technology systems.
3. Provides technical assistance to building staff.
4. Serves as initial on-site responder to technology problems and provides necessary repairs or solutions.
5. Assists in the preventative maintenance of technology equipment.
6. Completes and updates the technology equipment inventory.
7. Implements and maintains a repair record for all technology inventory.
8. Share technology knowledge with district staff as requested.
9. Keeps current with revisions and upgrades to technology.
10. Orders and maintains parts inventory.
11. Assists with setting up sound systems, computers, projectors, televisions, and other equipment and iOS devices.
12. Assists with wiring projects, pulling cable, making patch cords, etc.
13. Provide input as needed for school technology planning and network operation.
14. All other tasks as assigned by the Director of Technology.

WORKING CONDITIONS:

Primarily office, classroom, and computer lab environments; exposed to noise, technology equipment, and contact with students.