

JOB DESCRIPTION

Technology Specialist

Job Title: Technology Specialist

Reports To: Director of Technology and Systems Integration

Evaluator: Director of Technology and Systems Integration

Supervises: This job does not presently have supervisory responsibilities.

Required:

- Degree from a college or university with a specialization in computer science or related discipline; or successful completion of a certificate program at an accredited computer technical school.
- Extensive experience in technology and computers
- Demonstrate functional experience with on-line reporting, spreadsheets, databases, systems management software, and web design software, etc.
- Excellent communications skills including report writing and live presentations.
- Ability to learn, grow and adapt.

Salary: \$41,000 - \$45,000

Work Year: 12 Months, with some nights and weekend hours; this is a non-teaching contract position and is not a teachers' union position.

Basic Function:

This individual provides training and support to the staff on technology integration, and administrative applications. This employee assists with identifying, acquiring and maintaining hardware, software, and network products. This individual also assists in the new hardware and software deployment.

Essential Functions:

Provide user support, coaching, and training. Analyse, diagnose and resolve technical problems related to the use of hardware and software in a networking environment.

Troubleshoot desktop/laptop issues (software and/or network).

Ensure that desktop/laptop environment is up to date with regards to security patches, anti-virus definitions, and service packs.

Upgrade/repair personal computers, printers, and associated peripherals.

Assist in the maintenance of all computer connectivity hardware.

Maintain accurate inventory of current hardware and software.

Call and email technical support vendors for hardware and software issues as needed.

Periodically reviews files on the network drive to determine those that should be archived or deleted.

Provide teachers with training and ongoing usage of education enhancement products, including coordination of volunteers to assist teachers with technology utilization as well as all related products.

Assist teachers with implementing integration of technology in education.

Maintain web pages and associated helpdesks and hotlines.

Knowledge of:

- Troubleshooting techniques used in the resolution of technical problems pertaining to IT equipment and infrastructure.
- PC-related functions including Windows 2000/XP Professional, Windows Server 2003, Mac OS X, Microsoft Office and. School Management Software.
- Current cutting edge instructional methodologies.
- State accountability measures.
- Data analysis.
- Strategic planning.
- Curriculum alignment models.
- Curriculum development protocols.

Ability To:

- Operate in an above-board manner with strong core values that support the belief that ALL children can learn at high levels if given effective instruction and strong supports.
- Place the needs of children at the center of all decisions.
- Assume leadership and direction in the planning, organizing, and administering of assigned programs and functions.
- Perceive organizational implications of all recommendations and decisions.
- Provide professional development to administration, faculty, and staff.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships.
- Meet schedules and timelines.
- Solve problems pro-actively in a professional courteous manner.

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