

Job Description –Technology Specialist

- TITLE:** Technology Specialist
- QUALIFICATIONS:**
1. High School Diploma or Equivalent
 2. Three years recent experience in IT installation, including server and end device maintenance and support.
 3. Valid driver's license
 4. Ability to perform routine physical activities and lift a minimum of 75 pounds.
 5. Working knowledge of test equipment to troubleshoot Workstations, Servers, and Networks and perform preventive maintenance
 6. Proficient in written and oral communication skills, organizational skills, and public relations skills.
- REPORTS TO:** Technology Director and/or Superintendent
- JOB GOALS:** To support desktop computers, applications, and related technology. Includes specification, installation, and testing of computer systems and peripherals within established standards and guidelines. Activities require interaction and application software and operating systems to diagnose and resolve unique, non-recurring problems. The position utilizes one-on-one consultancy to staff. Maintains and tests network servers and associated equipment. Requires independent analyses, communication and problem solving in coordination with Tier 1, 2, and 3 technical support. Duties are to be completed with little supervision, which requires initiative and judgement.
- PERFORMANCE RESPONSIBILITIES:**
1. Assist staff with installation, configuration, and ongoing usability of technology and software within established standards and guidelines.
 2. Work with vendor support contacts to resolve technical problems with all equipment, as needed.
 3. Work with vendors and/or state providers to resolve problems received from clients.
 4. Ensure computers interconnect seamlessly with diverse systems, including associated validation systems, file servers, email servers, computer conferencing systems, to resolve problems received from clients.
 5. Obtain bids for equipment and services and make recommendations to the Superintendent.
 6. Coordinate with Superintendent, E-Rate consultant, and providers to comply with E-Rate requirements, monitoring, inventory, and reporting.
 7. Performs other duties, as assigned by Technology Director and/or Superintendent.
- TERMS OF EMPLOYMENT:** Ten, eleven, or twelve-month year. Salary and work year to be established by the Board
- EVALUATION:** Performance of this job will be evaluated bi-annually in accordance with provisions of the Board's policy on evaluation of personnel.