

Job Title:	TECHNICIAN SOFTWARE SPECIALIST	Reports to:	Director of Technology
FLSA status:	Non- Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Software specialists design, maintain and implement database management systems, computer applications and operating systems; they also analyze organizational software needs, devise solutions and maintain PC software and hardware systems.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- This is a hands-on position that requires excellent personal communication skills and the ability to work with administrators, teachers, and students.
- Technical skills to do real time problem isolation and resolution dealing with software on microcomputers and peripherals.
- Working understanding of PC's and knowledge and ability to install, maintain and diagnose Windows operating systems.
- Serves as a local resource for administrators, staff and district committees in developing and implementing technology software to meet the instructional and administrative needs of the District.
- Works with the District Technology Committee in ongoing evaluation of the District Technology Plan and submits recommendations to the Director of Technology on needed software purchases.
- Assists the Technology Committee, School Librarians and/or the individual building representative by making recommendations on the purchasing or upgrading of technology software.
- Reviews and evaluates new technology software as it is developed and provides information to the Director of Technology.
- Occasionally requires lifting or moving objects weighing up to 20 pounds.
- Preparing and teaching workshops for staff to train them to use the software programs of choice of the district. Evaluating along with the Director of Technology the success of such workshops and restructuring them in a way that will allow staff to reach the desired levels of competency as set by the District.
- Is a "Help Desk" resource to guide staff through problems they are experiencing. Will keep the district web site updated with "how to" articles as well as other District information and train staff to use them.
- Must have a valid Arizona driver's license, as travel between sites is required.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated ability to establish and maintain positive working relationships based upon mutual confidence and respect.
- Intimate working knowledge of Windows / Google platform
- Working knowledge of microcomputers, peripherals and print devices.
- Preferred background in the K-12 education environment

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent

Computer Proficiency: MS Office Suite, Google Suite

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.