CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Technology Specialist

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform maintenance and installation of computer software, hardware and networking components. Manage mobile devices, user accounts and online curriculum and database components. Assist school site and district personnel in assessing technology needs and training. Resolve problems and provide support needed by school site personnel as they use technology in the performance of their duties. Assist teachers and provide support to students in their use of technology.

SUPERVISOR: Site Administrator

ESSENTIAL FUNCTIONS:

1.   Work with district level Technology Dept. to develop strategies and procedures and assess technology needs and goals.
2.   Performs troubleshooting, analysis, and resolution of computer hardware and software, networking; including WiFi networking, web-based applications and online curriculum, database applications and other related components.
3.   Responds to user technology support requests.
4.   Performs training and instruction for site personnel in the use of technology to perform their duties.
5.   Assists and provides technical advice to administrators to develop computer standards, procedures, and implementation of technology at sites
6.   Assists in the evaluation of new and existing software, web-based applications, database applications, online curriculum, hardware, networking and other related components.
7.   Performs installations, maintenance and repairs of hardware, software, application systems, computer peripherals; projectors and other audio-visual devices, printers, mobile and student devices, other computer components and school site technology.
8.   Assesses network problems and installs local and wide area networking components, cabling, WiFi device, network software and database applications. Establishes, manages and maintains user accounts for teacher and student devices and applications including staff and student user accounts for use of email, database applications, and online software. Provides Mobile device management, enrollment and configuration tasks in support of the district's 1:1 student technology goal.
9.   Maintains documentation pertaining to site technology equipment status and inventories, software licenses, and user accounts. Collaborate with school site Tech Mentor Teacher and Teacher supervising Student Tech Team.
10.   Supports the creation and maintenance of school websites.
11.   Performs other duties related to computer and network technical support, maintenance, and repair as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Computer, server, network-based and web-based software applications.
- Computer and network hardware and peripheral devices.
- Computer Operating Systems currently in wide use.
- Principles of analysis and design of computer systems and procedures.
- Local and wide-area networking and data communications.
- Planning, organization and direction of the computer services of the site.
- Computer hardware systems and environments, software applications utilized by the site.
- Applicable laws, codes, regulations, policies and procedures.

Ability to:

- Serve as a resource person and provide assistance in training and use of computer systems and software applications.
- Read, interpret, and apply technical publications, manuals, and other documents.
- Plan, organize and administer the computer services at the site.
- Install computer software and peripheral devices.
- Clearly document procedures and provide training for staff and users on implementation and operations requirements of systems.
- Communicate effectively in both oral and written forms.
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner.
- Establish and maintain effective work relationships with those contacted in the performance of require duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Degree from an accredited institution is desired, and advance course work is desired but not essential.
- Five (5) years of progressively greater experience including educational technology programs, hardware, and software management is highly desirable.
- Valid driver's license and evidence of insurability.
- TB test clearance.
- Criminal Justice Fingerprint clearance.

Experience should include:
- Hardware installation, repair, upgrade, and salvage.
- Software implementation and support.
- Local-area network, Wifi networking experience.

PHYSICAL CHARACTERISTICS:

- Sufficient vision to monitor activities and read various documents.
- Sufficient hearing to conduct in-person and telephone conversations.
- Sufficient dexterity to write, operate telephone and business machines.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Physical, mental and emotional stamina to endure sometimes stressful conditions.
- Sitting or standing for extended periods of time.

Board Approved 4/19/17