

# **MONTOUR SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

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**TITLE:** Technology Specialist

**DEPARTMENT:** Technology

**REPORTS TO:** Director of Operations

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### **POSITION SUMMARY:**

Manages a number of district-wide information systems, and insures the district information is transmitted to authorized users in a timely accurate manner.

### **ESSENTIAL FUNCTIONS:**

1. Manage numerous district-wide information systems to include data management and support:
  - CSIU
  - Edinsight
  - Harcourt
  - Dibels
  - IEPWriter
  - Destiny
  - Journey's System
  - I.P. Phone System
  - Accelerated Reading/Star Reading
  - Edulog
  - Study Island
  - Think Central
2. Assists in management of Chromebook repairs
3. Reset passwords and user names for employees
4. Repair any hardware and software
5. Support Districtwide software systems and state reporting portals.
6. Provide technical support and data input and maintenance for the district 4Sight benchmark testing and reports.
7. Manage, program and operate the athletic center's audio-visual system.
8. Assist with PATI report
9. Any additional duties as assigned.

## **QUALIFICATIONS:**

- 3+ years of experience preferred in desktop hardware, operating systems, and networking.
- Associates Degree in Technology or related field required; Bachelor's Degree in Technology or related field preferred.
- Must have in depth knowledge of Windows, Chromebook technology, Microsoft Office, Adobe systems, AESOP, and Google Apps for education.
- Must have a basic understanding of networks and servers
- Submission of:
  - ✓ Pre-employment medical examination
  - ✓ Pennsylvania Criminal History Clearance
  - ✓ Child Abuse Clearance
  - ✓ FBI Criminal Background Clearance