

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: TECHNOLOGY SUPPORT SPECIALIST

EMPLOYEE CLASSIFICATION: Exempt, Certified

MINIMUM QUALIFICATIONS:

- Bachelor's degree from regionally accredited college or university
- Strong interpersonal and communication skills
- Experience in network administration; instructional, administrative, and financial technology; and technology planning and implementation.
- Degree or appropriate experience in computer and other technology use, configuration and setup.

OVERVIEW OF JOB DESCRIPTION: Candidate will work in a centralized District location for the purpose of providing support in areas of technology to include computers, telephony, network, software, and electronics.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Responds to and completes technology work orders. This is the primary responsibility of this position.
3. Assists with installing appropriate and adopted computer software.
4. Assists and provides instruction to sites on the configuration and use of the student management software.
5. Assists with the configuration and use of the district's network.
6. Assists with providing computer and peripheral maintenance and repair.
7. Assists with the maintenance of the firewall security system for Internet access and in establishing levels of security for access to the Internet.
8. Assists in the determination of hardware and software specifications for the district.
9. Assists with the maintenance of the district network ensuring that all wiring is operable and up to code.
10. Assists with the district's website. Updates district web site information as needed.
11. Assists with providing technical support and maintaining the district-wide telephone system.
12. Assists with the maintenance of the security on district servers and performs daily backup of all files.
13. Assists with performing annual maintenance on all computers. Performs any additional maintenance as needed.
14. Assists with the inventory of all computers hardware and software including locations, type and condition as appropriate.
15. Assists with installation, maintenance, and operation of district video surveillance including busses.
16. Relates and communicates positively with school staff, students, parents, and administrators.
17. Provides training for staff on an individual and small group basis.
18. Attends workshops and training sessions to enhance skills and keep current with technology.
19. Participates in seminars, workshops and professional development opportunities.
20. Performs other related duties as necessary and assigned.

REPORTS TO: Technology Director

SUPERVISES: Technology Support Assistant

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.