

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – TECHNOLOGY SYSTEMS SPECIALIST

**Qualifications:** Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for Licensure - Authorization for Technology Systems Specialist.

- Hold a minimum of an associate's degree from an accredited institution of higher education, as defined in §126-136-4.5.
- Possess at minimum two valid Basic Level Technology Certifications or one valid Advanced Level Certification as approved by the WVDE.
- Completion of at least 15 clock hours annually of in-service credit offered or approved by the WVDE.

**Immediate Supervisor:** Principal / Director of Technology

**FLSA Status:** Exempt

**Evaluation:** Performance in this position will be evaluated by the building principal and in accordance with WV State Code §18A-2-12 and WV State Board Policy 5310

**Term of Employment:** 230 Days

**Salary:** Determined by the Pleasants County Board of Education

### **Expectations / Duties and Responsibilities:**

- Support and maintain local area networks, servers, computer workstations, or other computer related systems or technologies.
- Work with the principal and school leadership team to provide access to technology resources and services.
- Responsible for the documentation, inventory, installation, configuration, service maintenance, repairs, modifications, and upgrades on local area networks (LANs), computers, workstations, peripherals, electronic whiteboards, data projectors, operating systems, software and other technology related components.
- Contacts appropriate resources (county, RESA, State Contract Vendors, warranty providers, etc.) for additional assistance.
- Assist in the process to determine and implement security policies and procedures.
- Plan, test and deploy networking products, software and migrations.
- Manage users, permissions and security settings.
- Configure and manage anti-virus and risk management applications.
- Install and configure network versions of software.
- Plan, implement, manage and provide routine maintenance to all computers.
- Research any misuse and abuse of computer, network or Internet privileges.

- Performs data back-up and recovery procedures.
- Assists with training teachers in equipment operations.
- Maintains logs of equipment and software problems.

### **Knowledge, Skills and Abilities**

- Possesses knowledge of hardware and technical software operations for local area networks, servers and operating system software, computer workstations, peripherals, and related educational technologies.
- Demonstrates ability to operate technology equipment and use standard software programs such as word processor, presentation software and spreadsheets.
- Knowledge of basic hardware and software equipment.
- Ability to maintain accurate detailed records.
- Knowledge of backup and recovery procedures.
- Ability to understand technical manuals and apply the methods to correct personal computer or LAN/WAN operational problems.
- Ability to analyze test data and results.
- Demonstrates skills in effective communication.
- Demonstrates strong interpersonal skills.
- Ability to establish and maintain effective working relationship with other employees.
- Possesses organizational skills.
- Communicates effectively with all levels of technology users.

### **PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this 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 frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.*

**Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal and/or Assistant Principal**

**Amended:** June 27, 2019