



TITLE: Technology Specialist

QUALIFICATIONS:

1. Associate's Degree or equivalent work-related experience
2. Knowledge and applied understanding of a wide range of hardware and software in a variety of educational settings
3. Successful experience working with networked and electronic data systems
4. Such alternatives to these qualifications, as the board may find appropriate and acceptable

REPORTS TO: Director of Technology

SUMMARY: Under general direction of the Director of Technology, provides the technological infrastructure to support staff, integrates technological hardware and software, supports administrators in making informed decisions about hardware and software, and facilitates professional development opportunities.

PERFORMANCE RESPONSIBILITIES:

Installs, configures and maintains servers, management suites and applications.

Installs, configures and maintains workstations, laptops, iPads, network printers and peripherals.

Supports network related equipment such as routers, switches, firewalls, and wireless applications.

Maintains user logins and email accounts.

Troubleshoots operating systems and applications.

Completes repairs, upgrades, and installation of hardware and software.

Oversees successful backup of information systems.

Performs routine updates and backups to maintain network.

Provides training to users for hardware and software.

Provides server and PC support, configuration and management of district's internal networks, servers, and storage systems.

Supports MS Exchange, OneDrive, anti-virus and backup applications.

Demonstrates extensive knowledge of hardware and software applications for educational purposes and knowledge of data privacy laws and practices.

Demonstrates the ability to approach problems and issues from multiple perspectives and to recommend multiple applications of technology to address District needs.

Communicates effectively and work collaboratively with District staff, parents, students, community members, and other stakeholders.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.

TERMS OF EMPLOYMENT: 240 days/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

