

SCHOOL TECHNOLOGY SPECIALISTS

Job Description

Qualifications:

1. West Virginia Teacher Certification.
2. Training and experience in computer hardware and software.
3. Training and experience in the installation and trouble-shooting of computer software and hardware.
4. Completion of County or State Technology Academy preferred.
5. Experience as School Technology Specialist Preferred.
6. Member of school staff.
7. Ability to work cooperatively with school personnel.

Immediate Supervisor: School Principal

Duties and Responsibilities: To be completed outside the employee's instructional assignment, such as during the teacher's lunch period, before and/or after school hours.

1. Install minor software programs and updates.
2. Trouble-shoot software problems as encountered in daily use.
3. Check and evaluate computer hardware and peripherals as requested by teachers.
4. Troubleshoot and attempt to correct problems.
5. When unable to correct problem, submit work order to Board Office.
6. Attend Jostens Learning Program, Compass, SUCCESS and/or other appropriate training as required and scheduled by the County Director or Coordinator of Technology.
7. Maintain positive work habits.
8. Work cooperatively with school personnel.
9. Perform other job-related duties as assigned by the principal.

Jackson County Board of Education
May 20, 1999