

# Technology Systems Specialist

**Reports to:** Director of Innovation and Technology

**Objective:** To provide Level 2 technology support for the school district and to maintain the District's physical security assets.

**Preferred Qualifications:**

- 2 years of college/technical school/training or 3 to 5 years of related job experience.
- Previous experience with communication, audio-visual, and building security systems including hardware, software and network.
- Google Workspace Administrator certification or comparable experience/certification
- Initiative to complete work with minimal supervision
- Good interpersonal and communication skills

**Essential Duties and Responsibilities:**

- **Network Support:**
  - Collaborate with Network and Security Specialist to maintain the strength and security of District network and infrastructure
  - Assist with Google Workspace administration.
  - Help Network and Security Specialist maintain phone directories, clock/speakers, and printer/copiers.
  - Collaborate with vendors to ensure the consistent functionality of security cameras and door access controls.
- **Technical Support:**
  - Provide level 2 technical support.
  - Provide device support, including troubleshooting, maintenance and basic repairs.
  - Manage the technology help desk system, including regularly checking for new service requests, following up on existing service requests, and reporting monthly statistics.
  - Assist the Director of Innovation and Technology in coordinating District-wide technology services and plans and introducing new services, software, and hardware to staff and students.
  - Assist with the setup, use, and teardown of technology equipment for District/building activities, including but not limited to, testing, presentations, and board meetings.
  - Attend District or building technology support staff meetings and special evening school events that involve use of technology, or as directed by the Director of Innovation and Technology, the Superintendent, or Superintendent's designee.
  - Assist large group instruction for professional development, as requested by the Director of Innovation and Technology.
  - Perform other support activities as requested by the Director of Innovation and Technology, the Superintendent, or Superintendent's designee.

- **Professional Responsibilities:**
  - Report to work on time.
  - Demonstrate consistent and reliable attendance and punctuality.
  - Demonstrates effective management of their time and schedule.
  - Read and respond to District/building communications in a timely manner and within any explicitly defined deadlines.
  - Maintain a high level of ethical behavior and confidentiality of student and staff information. Utilize confidential and personal information for professional purposes only, in accordance with school district policy and regulations.
  - Demonstrates the ability to work collaboratively in a team environment.
  - Make decisions and demonstrate support of the mission, vision, goals, and interests of the District.
  - Participate in professional development/training programs as directed by building or District administrator(s) and adhere to all Board policies and procedures.
  
- **Physical Requirements:**
  - Must be able to bend, stand, climb, carry, kneel, crawl, reach, push, pull and move for extended periods of time to perform job responsibilities and to provide assistance, as needed, to students, teachers, and other staff members.
  - Must be able to climb ladders to install/repair equipment.
  - Must be able to lift and move 50 pounds.
  - Work locations vary throughout any one day. Must be able to drive to and from various locations.

**Terms of Employment:** Salary and 12-month work year, with benefits.

**Salary Hours:**

- \$25.00 per hour, but negotiable based on experience.
- 8 hours per day = 40 hours per week
- 12 Month Work Year
- Benefits package

**Evaluation:** Performance of this job will be evaluated in accordance with provisions established by the policies of the Board of Education.