Job Title:	Technology Specialist	**Wage/Hour Status:**	Non-Exempt
Reports to:	Technology Suppport Coordinator	**Pay Grade:**	CP-5; 226 Days
Dept./School:	Technology	**Date Revised:**	9/12/2022

Primary Purpose:

Facilitate the effective use of technology at the campus level. Provide technical support in the use of hardware and software to multiple campuses. Install and test all components, including, but not limited to, interactive whiteboards, data projectors, document cameras, and video and data cabling.

Qualifications:

Education:
Associate's degree in a technology field or equivalent on-the-job experience preferred

Special Knowledge/Skills:
Knowledge of computer hardware and software applications
Ability to analyze and resolve computer hardware and software problems
Knowledge of technologies available for use in instructional setting
Ability to repair computer and technology equipment
Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Technical Support

Provide technical assistance to district faculty and staff for use of equipment including computer hardware, software, and peripherals.

Provide immediate on-site assistance to campus staff with technology problems and questions.

Maintain computers in campus lab(s) and classrooms and arrange for needed repairs.

Perform upgrades to software and hardware.

Assist with the organization and distribution of technology materials for classroom use.

Inventory

Maintain accurate inventory of hardware, software, and computer lab materials at assigned campuses.

Identify, request, and control the inventory of repair parts.

Assist in the installation of all infrastructure as required.

Other

Compile, maintain, and file all physical and computerized reports, records, and other documents required.

Install data and video cable, testing and certifying all installations.

Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

Comply with all district and campus routines and regulations.

Other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Computer, printer, and small hand tools.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Work week: 40 hours
Frequent district wide travel; repetitive hand motions; prolonged use of computers; lifting of heavy equipment (50 lbs), working overhead installing cabling and equipment.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature Date