

BIG WALNUT LOCAL SCHOOLS

TITLE: Technology Specialist

QUALIFICATIONS: High school diploma
Experience working with PCs and Chromebooks
General knowledge of Google
Networking experience and knowledge is also preferred, but not required

REPORTS TO: District Technology Coordinator

JOB GOALS:

- To serve as a primary district contact for staff seeking technology support, training, or assistance
- Provide support with installation and maintenance of technology (hardware and software), diagnostics, and repair of Chromebooks.

PERFORMANCE RESPONSIBILITIES:

- In collaboration with the technology department and district administration, address technology needs and assist with future technology planning
- Act as a support for district staff to implement programs and technology that will enhance teaching and learning
- Provide support for all staff in use of software, along with installation and maintenance of hardware and software
- Troubleshoot hardware and software, and repair when possible
- Assist in maintenance of network infrastructure, if necessary
- Work with technology staff to develop and maintain an inventory system for district
- Assist in maintenance and development of district website and intranet
- Participate in appropriate in-service, training, and technical support to remain current on technology developments and methodology
- Maintain ethical and professional behavior at all times
- Ability to handle confidential and sensitive information
- Display a positive, respectful demeanor with students, staff, and community members
- Other duties as assigned

TERMS OF EMPLOYMENT:

Work calendar, salary, and benefits established by Board of Education regulations.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel.

(Adoption Date: February 18, 2016)