

FORESTVILLE UNION SCHOOL DISTRICT
Job Description

JOB TITLE: Technology Specialist	WORK YEAR: 211 Work Days
RESPONSIBLE TO: Superintendent	RANGE: 5

GENERAL DESCRIPTION:

Under general supervision of the Superintendent, the Technology Specialist provides a wide range of technology support, specifically providing support and instruction to students and staff on various software applications, multimedia, database resources, device usage and integration. The Technology Specialist will troubleshoot workstations, electronic devices, smart boards, wireless networks, printers, software, general networking, and other related problems. This position requires fingerprint clearance and TB testing

ESSENTIAL DUTIES

- Assist in the management of servers, including e-mail, print and backup servers and their associated operating systems and software
- Assist in the ensuring network connectivity of all work stations
- Assist in administering all equipment, hardware and software upgrades; including set-up and relocation of units
- Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information
- Assist in maintaining end user accounts, permission, and access rights
- Develop; collaborate with teachers and present lessons as aligned with Common Core Standards. Follow through by observing and/or recording performance and progress
- Instruct students and staff on the proper usage of: various applications, correct terms, and usage of multimedia equipment, software, and all electronic devices
- Encourage students to be creative and innovative
- Provide guidance to staff on various software, applications, and equipment usage.
- Maintain record of curriculum
- Maintain disciplined behavior around technology equipment
- Coordinate and schedule the use of the computer labs on an equitable basis for all classrooms
- Assist with remediation/enrichment to students, when necessary
- Supervise and/or participate in technology related activities
- Be on-call to provide assistance to staff resolving computer/electronic device/software related problems
- Maintain Chromebooks
- Maintain website, marquee, Schoolwise parent notices, and other social media
- Assist with report cards
- Document all repairs and equipment maintenance of all electronic devices and keep records of all work performed
- Prepare quarterly newsletters
- Maintain faculty calendar
- Assure proper care and security of the computer labs
- Coordinate hardware maintenance and repair activities and perform routine electronic device maintenance
- Monitor and maintain data collection
- Monitor and maintain Special Education Information System (SEIS) data
- Monitor and maintain State On-line Testing (STAR/Lexia/CAASPP)
- Assist Chief Business Officer with CalPADS

- Image and update Apps and operating systems
- Reinstall or repair damaged or deleted software
- Assist in developing and implementing school technology plan
- Communicate effectively orally and in writing
- Other duties as assigned

EMPLOYMENT STANDARDS:

- **Training and Experience:** Two years of experience in school setting. Knowledge of office equipment, software, network systems, and electronic devices, as well as safe work practices.
- **Abilities:** Ability to: exercise good judgement, use discretion, maintain confidentiality of students, parents and staff, and provide excellent public relations.
- **Physical Effort/Working Environment:** Indoor work environment during all seasons. May frequently lift up to 15 pounds and occasionally lift up to 25 pounds.
- **Education:** Completion of formal or informal education sufficient to assure the ability to read and write at the level required to perform the duties of the job safely and successfully. Knowledge of Local Area Networks (LAN) and Wide Area Networks (WAN).

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Revised: 8-2-2017, Board Approved: 9-21-2017