

ROBINSON COMMUNITY UNIT SCHOOL DISTRICT # 2

JOB DESCRIPTION

Position Title: Technology Specialist

Location: Lincoln Grade School/Washington Elementary School

Reports To: District Tech Coordinator/Superintendent

SUMMARY

This position will assist the Technology Coordinator in the management of technological needs of the district and help facilitate the use of instructional technology within the schools.

DUTIES

1. Assist in maintaining and updating the district's website
2. Coordinate student and teacher access to technological software at the elementary level
3. Diagnose problems encountered by computer users throughout the district.
4. Perform set up, cabling, and hook-up functions as needed for computer systems in the district.
5. Troubleshoot and repair computer equipment.
6. Troubleshoot and repair network/hardware problems.
7. Setup computers and install programs as new computers are acquired.
8. Create and maintain user login identification (user id) information and login scripts.
9. Keep track of hardware inventory and software licenses for compliance.
10. Maintain records of computer service work.
11. Perform preventive services work on computers and networks.
12. Maintain a supply of computer supplies and repair parts.
13. Provide prompt courteous service to teachers and staff for any computer problem they may have.
14. Keep abreast of emerging operational support technologies and industry trends.
15. Assist with other duties as assigned.

QUALIFICATIONS

1. Associates degree in information systems or related field or other relevant experience deemed acceptable by the Board of Education.
2. Expertise in using a variety of systems including DOS, Windows-based, Macintosh, and Linux.
3. Experience in building, troubleshooting, and maintaining computers and computer-related equipment.
4. Expertise in using DSL/Wireless/Satellite Internet connections.
5. Experience working with a technology plan
6. Experience in training faculty and students for technology integration in the classroom.
7. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
8. Ability to understand and follow basic oral and written instructions.
9. Ability to communicate to students, parents and staff in an acceptable/courteous manner.

SCHEDULING

Working hours will be 7.5 hours a day, Monday-Friday. The schedule is subject to change with the building/district needs

TERMS OF EMPLOYMENT

220 days or as established by the Board

EVALUATION

Annually by the Technology Coordinator and/or the Superintendent