

## **Kit Carson Union Elementary School District**

### **Part-Time Technology Support Specialist**

#### Essential Function:

Under the supervision of administration, the Technology Support Specialist is in charge of the school computer lab, handles the routine operation and maintenance of the server, computers, chromebooks, projectors and other technology equipment districtwide. Provides technology support to teachers and all staff. Sets up technology equipment for employee use. Supports teachers in gathering materials or researching tech resources in order to enhance teachers' lesson delivery with the assistance of technology.

#### Directly Responsible to:

Administration

#### Duties and Responsibilities:

- Provides Local Area Network (LAN) and WiFi support for district site network
- Maintains school site server and computers, including routine maintenance, updates, installing and testing
- Is the first point of contact for employees experiencing problems with computers and other technology equipment
- Troubleshoots problems with the server, school site computers and technology equipment
- Maintains the computer lab, chromebook carts, printers, projectors, devices, and classroom technology equipment
- Maintains teacher schedules for computer lab usage
- Schedules computer lab time for staff and students under the direction of Administration
- Create and manage user accounts for computers and the administration of programs such as Accelerated Reader, Google for Education, Nutrikids and GoGuardian
- Provide assistance and training for teachers and students with using Google for Education, Google Classroom, Accelerated Reader, and GoGuardian
- Assists teachers in the setup of instructional tasks in the computer lab
- Reports regularly to administration on the usage of the lab and chromebooks for instruction and curriculum
- Schedule and set-up Video Conferences in classrooms through Kings County Office of Education
- Maintains an inventory of districtwide computers, technology equipment, and software
- Works with the Business Office to assure that all software licenses are inventoried and current.
- Reports regularly to administration on the general state of the server, site computers, software, and technology equipment, and forecasts the need for replacement or repair of these items.
- Maintains and updates the districtwide website and social media sites, including posting school notices and events on a weekly basis
- Provides technical and research support for teachers as they develop their lessons for the use of technology
- Maintains security software and assures security filters are functioning as designed
- Assist administrators and teachers with CAASPP assessments and testing
- Download and update computers and chromebooks for CAASPP assessments and testing
- Assist administration with the Schools Student Information System
- Performs other related duties as assigned by administration
- Maintain confidentiality of all district records and user account information and WiFi and network access
- Communicate with Kings County Office of Education and district staff on troubleshooting problems, maintaining the server, Local Area Network and WiFi

Qualifications:

Knowledge of:

- Maintenance of a Local Area Network (LAN) environment, including operation of server(s)
- Maintenance of computer hardware and software
- Google for Education
- Microsoft Windows operating systems
- Instructional software
- Safe working methods and procedures
- Basic record keeping techniques
- Oral and written communication skills
- Data Security and Backup techniques

Ability to:

- Work independently with minimal direct supervision
- Possess excellent problem-solving skills
- Operate and set-up classroom technology equipment
- Maintain computers and troubleshoot computer problems
- Act as a resource to teachers in the area of technology
- Learn new software and hardware as needed
- Understand and carry out oral and written directions
- Work well under pressure, meeting multiple deadlines
- Work effectively with students, staff and administration
- Present information to small and large group settings
- Lift and carry up to 50 pounds.

Education and Experience:

- High School graduate
- AA Degree or Information Technology or equivalent knowledge/experience
- Local Area Network certification preferred

Salary and Compensation

- Classified Salary Schedule Range 11.0
- Vacation earned and paid in salary
- 5.75 hours per day

Work Year

- Academic work year while school is in session (180 days)
- 20 additional days scheduled before and after the academic year as approved by Administration

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Signature

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Date

Board approved on: February 22, 2018