

Districtwide Technology Specialist

Wages: Classified #2 Salary Schedule: Range 17, starting at \$23.72 per hour

Terms of Employment: 12 Months

FLSA Status: Non-exempt

Immediate Supervisor: Superintendent

Description:

Professional is responsible for assisting with upkeep, maintenance, management, organization, and repair of hardware and software. Professional is responsible for assisting teachers and administrators with day-to-day technology needs and support for integrating technology into the daily lessons.

Required Qualification

- Experience repairing digital tools, Chromebooks, probes, printers, networks
- Expertise in technology and a variety of operating systems
- Knowledge of code and logic
- Excellent writing and communication skills
- Understanding of the cloud and how cloud-based tools interact
- Ability to work with student information systems, learning management systems, Google Management of Chromebooks, NC Lab, 3-D Printing.
- Technical and teaching background working with digital tools in the middle school environment

Essential Duties

- Collaborates with school-level instructional staff on steps to solve technical issues.
- Collaborates with instructional supervisors and other division staff on inventory management, technical strategies, and student/staff satisfaction levels. .
- Researches and resolves technical issues in less than 24 hours so students and staff have access to devices and digital tools in a 24:7 environment.
- Maintains a current knowledge of operation systems and steps to resolving hardware failures.
- Tracks technical problems with devices by users and provides solutions to the administration and user.
- Collaborates with district technology staff and ensures actions are within the scope of the district's work. If not, is able to quickly build outreach to CTL, BCT and any other external partners that can quickly aid in the resolution of equipment problems.
- Ensures that student/staff devices are regularly maintained for maximum life-use.
- Maintains an inventory of equipment by user – manages checkout/checkin of devices.
- Prepares documentation for the purpose of documenting activities, providing written reference, completing grant reports and/or conveying information.
- Other duties as assigned, including potentially teaching an elective class at White Pine Middle School.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: resolving conflicts in a google environment, load resources in a cloud-based environment for students, evaluate technical repairs needed, track inventory, manage any necessary databases, work with student management systems and the seamless integration with school devices.

KNOWLEDGE is required to interpret highly technical information, understand the operation of 1:world devices in a wireless environment, database management, operate a variety of operational systems in a digital environment. 3-D Printing, Chromebook management, are examples of the technical environment in which knowledge will be executed.

ABILITY is required to schedule 24 hour or less resolution of technical failures, solve technical problems with hardware and cloud-based software tools used by students. Seek solutions from a variety of sources, resolve student bypasses of the network, work with staff and students in a collaborative manner to solve technical issues and support the district's AUP.