

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

COMPUTER / TECHNOLOGY SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited institution and teaching experience preferred; or,
- (2) Two (2) year Associate's Degree in a related technical field; or, equivalent vocational / post-high school training.
- (3) Documented experience in computer networking.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess organizational skills in documenting and maintaining information pertinent to the maintenance and trouble-shooting of network hardware and software. Ability to work with staff while assisting in the training of classroom software programs, student information and report retrieval. Knowledgeable of state standards and courses required to meet standards. Possess good oral and written communication skills. Ability to manage time effectively. Knowledge of networking functions. Possess motivational skills.

REPORTS TO:

Deputy Superintendent

<p>JOB GOAL</p> <p>To enable students, teachers and administrators to utilize computerized assisted instruction to the fullest extent, ultimately increasing student achievement.</p>
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SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 07

COMPUTER / TECHNOLOGY SPECIALIST (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Recommend the purchase of material for the implementation and improvement of computer instruction in the school.
- * (2) Coordinate the distribution of computer hardware and software in the school.
- * (3) Maintain and trouble-shoot local area networks.
- * (4) Supervise network usage, education, configuration, expansion, and maintenance with appropriate staff, consultants and other personnel.
- * (5) Install software and hardware on network and configure individual work stations.
- * (6) Become familiar with software used by each teacher or staff member.
- * (7) Ensure that system backups are performed on a timely basis and arrange for proper storage and documentation.
- * (8) Maintain network security levels and monitor user ID's.
- * (9) Handle technology problems and situations as they arise.
- * (10) Provide initial training and update training to teachers, administrators and paraprofessionals who use Success Maker software.
- * (11) Provide support to all schools for intervention, troubleshooting, reports analysis, questions and needs in implementing.
- * (12) Set up and secure the Success Maker Program.
- * (13) Monitor and make adjustments to improve implementation procedures to best benefit students.
- * (14) Provide assistance in the repair of hardware and software.
- * (15) Provide recommendation for correlation of courseware to state academic standards.

Employee Qualities / Responsibilities

- * (16) Keep abreast of educational trends regarding computer-assisted instruction and advances in electronics and technology.
- * (17) Maintain confidentiality regarding all matters related to assignment.
- * (18) Participate in workshops and training sessions as required.
- * (19) Maintain work area in a safe and secure manner.
- * (20) Provide for positive communication among staff.
- * (21) Model and maintain high ethical standards.
- * (22) Follow attendance and proper dress rules as required.

System Support

- * (23) Provide for staff development in the use of the computer as an instructional tool.
- * (24) Work with curriculum committees to develop or procure computer programs to meet instructional objectives.
- * (25) Represent the school computer education program to the public through computer workshops and other presentations.
- * (26) Evaluate, on an annual basis, the overall computer education program of the school and make recommendations regarding the program to the principal.
- * (27) Submit quarterly reports to the Superintendent, Directors and Principals on student performance.
- (28) Perform other duties as assigned.

*Essential Performance Responsibilities