

**JOB DESCRIPTION**

**JOB TITLE:** Technology Specialist

**REPORTS TO:** Technology Coordinator

**WORK DAYS/YEAR**: August 1st, 2022-June 30th, 2022

**QUALIFICATIONS:**

* Degree or some college preferred
* Equivalent experience in the technology field, and/or educational environment experience preferred

**PURPOSE**: This individual will provide support to the teachers and administrators on technology integration.

**SUMMARY:**

* Provide technical support on all hardware and software used by Hickman County School District using a work order system to review and close tickets
* Ability to troubleshoot PC components and replace items determined to be defective
* Ability to install printers (local and network), document cameras, and other hardware as needed
* Install cabling in the schools as needed including crimping network wires
* Assist teachers with the use of technological resources to enhance the learning environment of students and staff
* Stay current on computer applications and web based programs used in the district. This includes cafeteria,maintenance, and transportation software
* Become familiar with computer and applications used by teachers and students so assistance can be given
* Adheres to and communicates copyright, as well as other laws and guidelines, pertaining to the distribution and ethical use of all resources
* Other duties as assigned by the Supervisor

**EXPECTATIONS/GOALS:**

* Dependable
* Applicant must be able to move, transport, and setup technology equipment
* Applicants must be physically able to work between multiple locations
* Manages time effectively and independently
* Detail-oriented
* Self-Motivated

**TECHNICAL SKILLS:**

* Has a basic knowledge of PC hardware, software, and networking
* Ability to install network/phone wiring and crimp preferred
* Ability to assist in the delivery and setup of technology equipment

**LANGUAGE SKILLS:**

Must be able to communicate effectively with all levels of staff, co-workers, customers, supervisors, Board Members, and vendors.

**REASONING ABILITY:**

Effective technical problem-solving techniques are mandatory including, but not limited to, software and hardware troubleshooting.

**PHYSICAL DEMANDS:**

Physical demands include but are not limited to driving, bending, lifting,

climbing, walking long distances, pulling and pushing. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SALARY:**

Hickman County Salary Schedule

Position is funded by ESSER funds and not guaranteed to be renewed yearly.

**APPLICATION PERIOD:**

Open position until filled

**APPLICATION PROCESS:**

Current System Employees: A Letter of Application

All Others: Hickman County School System Employment [Application](https://hickmank12.org/employment-opportunities/)

**ALL APPLICATIONS SHOULD BE MAILED TO:**

Hickman County Schools

Attn: Michelle Gilbert

115 Murphree Ave

Centerville, TN 37033

**FOR MORE INFORMATION, CONTACT:**

Brad Gilbert, Technology Coordinator

[brad.gilbert@hickmank12.org](mailto:brad.gilbert@hickmank12.org)