DATA and TECHNOLOGY SUPPORT SPECIALIST
JOB POSTING

Learn Lead Serve

HISD

Huron Intermediate School District

EDUCATIONAL QUALIFICATIONS:	• High School Diploma required; associate degree in a related field preferred • A+ Certification or other Industry standard certification, preferred
MINIMUM QUALIFICATIONS AND SKILLS:	• Two to three years of work experience in the computer support/repair field, preferred • Experience in data management and reporting • Experience troubleshooting Windows, iOS, Chrome OS, and other modern operating systems • Strong knowledge of Microsoft Active Directory, networking systems, and Wi-Fi technology • Professionally conduct themselves with staff as well as students • Pass and maintain School Employment background check • Adhere to the HISD Mission, Vision, Guiding Principles, and Expectations on the HISD Website, www.huronisd.org homepage • Physically and mentally capable of rigorous work (capable of standing and sitting for extended times and lifting or pushing a minimum of 50 pounds)
ESSENTIAL DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:	The Huron Intermediate School District (HISD) is seeking a qualified Data and Technology Support Specialist to support the function of data systems and end-user access to technology. This role requires strong technical knowledge, problem-solving skills, and the ability to collaborate with staff, local educational agencies (LEAs), and area partners. • Coordinate and execute data transfers and report generation for educational systems • Collaborate with staff and partners to maintain responsibility for the integrity, security, and submission of educational system data transfers and reports • Manage and maintain Microsoft Active Directory • Assist LEAs with data uploads and technology services, as requested • Respond to technology issues and user inquiries using approved communication methods • Support maintenance and updates of the HISD website • Set up, configure, and maintain hardware and software • Plan and deliver staff training on technology tools and resources • Develop and update procedures and user guides for technology use • Maintain the technology identification system and inventory of hardware/software • Troubleshoot issues independently and work effectively as part of a team • Assist in managing networking systems, including Wi-Fi technology • Maintain effective communication with administrators and staff • Participate in professional development and stay up-to-date with industry trends • Utilize Google Applications, Microsoft Office 365, and educational software for research and support • Regular and consistent in-person attendance is required • Maintain a valid driver's license and reliable transportation for work-related travel • Perform other duties as assigned by the supervisor • Other responsibilities as deemed appropriate by the supervisor

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TERMS:	• 230-day year-round work calendar, 7.5-hour workdays
	• Wage and benefits, per non-union support staff guide
	    ○ $49,764 - $69,645; commensurate with experience and expertise
	    ○ Full family medical, dental, optical, life insurance, and long-term disability, effective on the start date, or cash-in-lieu of benefits
	    ○ Retirement through the Office of Retirement Services (ORS)
	• May require travel to a variety of schools via personal vehicle
	• Occasional off-site travel and activities
	• FLSA: Non-Exempt

APPLY TO:	Email letter of application, resume with references, and any credentials to: jtoner@huronisd.org **Applications will be accepted through Thursday, April 17, 2025.** Candidates are encouraged to submit their applications before this date to ensure consideration; however, the position will remain open until filled, and applications received after the review date may still be considered.
POSTING DATE:	Friday, March 28, 2025
START DATE:	Tentatively Monday, June 2, 2025