

SCHOOL DISTRICT OF OKEECHOBEE COUNTY
TECHNOLOGY SPECIALIST (NON- INSTRUCTIONAL)
JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Valid Florida driver's license with good driving record.
- (3) Technical Training in computer electronics or a minimum of two years experience in computer installation/repair.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Under general supervision, the purpose of this position is to assist in the efficient operation of technology for the ultimate benefit of the district's educational and administrative functions, specifically with responsibility for installation, service and training needs. Employees in this classification perform technical work. Position is responsible for troubleshooting and repairing computer problems, software problems, peripheral devices, operating systems and network connections; setting up and configuring computers, training employees; and ordering and maintaining supplies and parts.

REPORTS TO:

Director of Instructional Technology

JOB GOAL

To assist in the efficient operation of technology for the ultimate benefit of the district's educational and administrative functions.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Each person in this job classification may not be assigned responsibility for performing all tasks.

Service Delivery

- * (1) Configures computers and trains employees in the usage of network, internet and district approved software, including but not limited to e-mail and office applications.
- * (2) Sets up and tests new computers and software programs; installs peripherals.
- * (3) Prepares paperwork, such as but not limited to, purchase orders, shipping documents and price quotes.
- * (4) Performs network cabling (ethernet and fiber optics).
- * (5) Answers the telephone and provides technical support; responds to questions and e-mail messages.
- * (6) Inventories and maintains stock parts, and works with vendors to support users.

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- * (7) Perform additional duties specific to the department/program.
- * (8) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- * (9) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (10) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (11) Ensure adherence to good safety standards.
- * (12) Maintain confidentiality regarding school/workplace matters.
- * (13) Model and maintain high ethical standards.
- * (14) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (15) Acquires A+ and Net + certification within the first 24 months of employment. In lieu of A+ and Net + certification, the completion of two college courses recommended or approved by the District with a grade of "C" or better within the first 24 months of employment. Acquires Gateway, Dell, IBM and other certifications as needed.
- * (16) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (17) Interface with other trades, teachers and administrators.
- * (18) Answer telephone in a courteous and professional manner.
- * (19) Keep supervisor informed of potential problems or unusual events.
- * (20) Exercise service orientation when working with others.
- * (21) Use effective, positive interpersonal communication skills.
- * (22) Serve on school/district committees as required or appropriate.
- * (23) Respond to inquiries and concerns in a timely manner.

System Support

- * (24) Exhibit interpersonal skills to work as an effective team member.
- * (25) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (26) Demonstrate support for the school district and its goals and priorities.
- * (27) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (28) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (29) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently as needed to move objects.

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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.

Board approved: May 8, 2012