

BOARD OF EDUCATION – DELAWARE CITY SCHOOLS
Job Description

Date: June 10, 2014

Title: **TECHNOLOGY SPECIALIST**

Reports To: Director of Technology

Employment Status: Full Time

FLSA STATUS: Non-Exempt

Qualifications:

- * Appropriate State of Ohio aide permit
- * High school diploma or equivalent
- * Ability to travel within the district
- * Training or background in hardware/software maintenance and applications
- * Experience in word processing, database/spreadsheet, web authoring and web applications
- * Requirement to lift, push, pull and carry various classroom materials, supplies and equipment up to a maximum of 50 pounds
- * Ability to work with students and staff
- * Ability to communicate ideas and directives clearly and effectively both orally and in writing
- * Good health, physical stamina, fitness and vitality

General Description: To provide support, assistance and instruction to students and staff regarding technology education in the district.

Essential Functions:

1. Work with students in a classroom setting or individually or small groups
2. Maintain inventories of technology hardware and software.
3. Install and upgrade hardware, software and components.
4. Assist in the management and maintenance of the network.
5. Troubleshoot minor hardware and software problems.
6. Assist in ensuring all copyright/software licensing laws and policies are followed.
7. Prepare requisitions for the purchase of hardware, software and/or supplies.
8. Assist in providing for staff development in the application of instructional and operation technology and perform staff training and inservice.

Expectations:

1. Demonstrate support for the district's Vision, Mission and Beliefs.
2. Demonstrate commitment to continuous improvement by engaging in regular professional development activities.
3. Ensure that decisions are based on data.
4. Demonstrate flexibility and openness to innovation in the performance of job related duties.
5. Serve as a role model in how to conduct oneself as a citizen and as a responsible, intelligent human being.
6. Adhere to and enforce all board policies.
7. Perform other tasks as assigned by the immediate supervisor.
8. The employee shall remain free from any alcohol or abuse of a non-prescribed controlled substance in the workplace throughout his/her employment in the District.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.