



**LINDALE INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

**Technology Specialist**

**Technology Services**

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**Reports to: Director of Technology Services**  
**School/Department: Technology Services**  
**Pay Grade: 226 Days**  
**Wage/hour status: Exempt**  
**Created/revised: 05/2019**

**Primary Purpose:**

**Provide technology support to staff and students.**

**Qualifications:**

**Education/Certification:**

- High School Diploma
- Experience in technology support preferred.

**Special Knowledge/Skills:**

- Professional level written and oral communication skills.
- Strong analytical and problem solving skills.
- The ability to manage multiple projects, time management skills, exercise independent judgment, follow direction, and self-motivated.
- Ability to perform assigned duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with minimum supervision.
- Good attendance and reliability.
- Energetic, outgoing and positive personality.

**Experience:**

- Working knowledge of computers and software used in education environment.
- Working knowledge of mobile devices and apps.
- Excellent customer service and service-minded attitude.
- Extensive use of Microsoft Office and confidence in various desktop operating systems.

**Major Responsibilities and Duties:**

**List Major Area of Responsibility**

1. Install, configure and upgrade computer hardware, peripherals and software.
2. Diagnose, repair and maintain hardware, peripherals and software systems.
3. Provide technical support to faculty/staff and school sponsored technology provided to students.



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4. Work with technology staff to track departmental fixed assets on an on-going basis to ensure district records are accurate.
5. Make recommendations for the technology budget including upgrades, repair and replacement of equipment.
6. Assist with modifying and updating technical documentation, training documents, and reference guides.
7. Troubleshoot problems with district technology systems including network access.
8. Take the initiative to develop professional skills appropriate to job assignments.
9. Demonstrate behavior that is professional, ethical, and responsible.

### **Policy, Reports, and Law**

1. Adhere to district Acceptable Use /Policy/Guidelines.

### **Budget**

1. This position has no direct budget responsibilities.

### **Other**

1. Adhere to ethical practices expected of those entrusted with maintaining technology duties.
2. Other duties as assigned.

### **Mental Demands/Physical Demands/Environmental Factors**

Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress

Frequent district-wide travel

Occasional prolonged and irregular work hours

Occasional travel outside of school district boundaries

Workload is deadline driven

Prolonged use of equipment and computers

Noisy environment

Requires performing tasks mostly standing, some walking, bending, stooping and sitting

Occasional work while standing on a ladder (not to exceed 15')

Lifting up to 40 lbs

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_