

## WAYNE COUNTY SCHOOLS JOB DESCRIPTION

**Position:** Technology Systems Specialist

**Evaluated By:** County Central Office Technology Supervisor

**Job Description:**

A person assigned to support and maintain local area networks, servers, computer workstations, or other computer related systems or technologies.

**Qualifications:**

1. Eligible for Authorization for Technology Systems Specialist, as defined in State Board Policy 5202.
2. Hold a minimum of an associate's degree from an accredited institution of higher education as defined in §126-136-4.5.
3. Possess at minimum two valid Basic Level Technology Certifications or one valid Advanced Level Certification as approved by the WVDE.
4. Completion of at least 15 clock hours annually of in-service credit offered or approved by the WVDE.

**Length of Employment:** 240 days

**Responsibilities:**

1. Works with the principal, school leadership team, and County Technology Director, to provide access to technology resources and services.
2. Responsible for the documentation, inventory, installation, configuration, service maintenance, repairs, modifications, and upgrades on local area networks (LANs), computers, workstations, peripherals, electronic whiteboards, data projectors, operating systems, software and other technology related components.
3. Contacts appropriate resources (county, RESA, State Contract Vendors, warranty providers, etc.) for additional assistance.
4. Assist in the process to determine and implement security policies and procedures
5. Plan, test and deploy networking products, software and migrations
6. Manage users, permissions and security settings
7. Configure and manage anti-virus and risk management applications
8. Install and configure network versions of software
9. Plan, implement, manage and provide routine maintenance to all computers
10. Research any misuse and abuse of computer, network or Internet privileges
11. Performs data back-up and recovery procedures;
12. Assists with training teachers in equipment operations;
13. Maintains logs of equipment and software problems;

14. Provides technical expertise, guidance and informal training to teachers and students using hardware and software programs;
15. Performs related duties as required.
16. Perform other duties as assigned.

**Knowledge, Skills, and Abilities:**

1. Possesses knowledge of hardware and technical software operations for local area networks, servers and operating systems software, computer workstations, peripherals, and related educational technologies.
2. Demonstrates ability to operate technology equipment and use standard software programs such as word processor, presentation software and spreadsheets.
3. Knowledge of basic hardware and software equipment
4. Ability to maintain accurate detailed records
5. Knowledge of backup and recovery procedures
6. Ability to understand technical manuals and apply the methods to correct personal computer or LAN/WAN operational problems
7. Ability to analyze test data and results
8. Demonstrates skills in effective communication
9. Demonstrates strong interpersonal skills
10. Ability to establish and maintain effective working relationships with other employees
11. Possesses organizational skills
12. Communicates effectively with all levels of technology user