

SYSTEM TECHNOLOGY TECHNICIAN

JOB SUMMARY

To implement the district network and provide assistance to teachers and administrators with technology.

QUALIFICATIONS

- Bachelor's Degree with job experience in a computer related field
- Working knowledge of both Macintosh and Windows computing platforms with specialization in one
- Demonstrate proficiency in word processing, spreadsheet, network operation systems, database, network browsers and others as appropriate
- Be conversant in the Attendance Package in order to be able to troubleshoot problems
- Proficiency in the use and configuration of electronic communications equipment
- An understanding of Wireless technology in order to install and repair wireless networks in our schools and Central Office
- Knowledge of LAN wiring topologies
- Proficiency in the configuration of routers and switches
- Be service oriented
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Assistant Director of Schools
- Install and configure Network Operating System
- Design networks to support the goals of the Lebanon Special School District
- Troubleshoot server and network and Internet connections for each school and Central Office
- Responsible for the day-to-day operation of all computers, printers, networks, servers, mobile computer labs, presentation systems, televisions, VCR's, DVD players, and related electronics for each school and central office
- Responsible for the operation and installation of all security cameras, DVR's, monitors, and other equipment related to the security systems in each school and the Central Office
- Aid in the procurement, installation, configuration, and troubleshooting of hardware and software
- Assist System Instructional Technology Coordinator with implementation of staff development activities
- Demonstrate and provide assistance in the use of available and emerging technologies
- Assist System Instructional Technology Coordinator in monitoring program adherence and copyright compliance
- Develop instructions, procedures, and other documentation for hardware and software use
- Develop documentation and assist in the implementation of technology programs
- Provide hardware and software troubleshooting and support for Central Office
- Write and evaluate technology related projects, proposals, and reports as required
- Communicate well both verbally and in written format
- Assist in maintaining accurate inventory
- Participate in preparation of the annual district budget and assist in the administration of budget appropriations as assigned
- Perform other duties as assigned by the Associate Director of Learning or Assistant Director/Director of Schools