Technology Specialist

Supervisor: Coordinator of Technology/Information Management

Evaluator: Coordinator of Technology/Information Management

Department: Technology/Information Management

Description

The Technology Specialist is responsible for the maintenance and monitoring of computers, servers, operating systems, and applications, LAN/WAN infrastructure of the District as well as providing training in their use.

Qualifications

- Minimum of an Associates Degree or equivalent training in computer engineering, computer science, or a computer related field; certifications are a plus.

- Experience in repairing computer server and workstation hardware systems and managing LAN systems; expertise in Cisco networking Microsoft Windows, and Citrix Metaframe platforms necessary.

- Must have the ability to communicate effectively

- Must be willing to work a flexile schedule and be available when needed.

- Must have a valid driver's license and reliable vehicle

Duties, Responsibilities, and Functions

The essential functions of this position include, but are not limited to, the following:

- Assist in the development of the district technology plan

- Provide advice regarding the purchase of material for the implementation and improvement of technology in the district.

- Assist in the preparation of the annual budget for technology.

- Make recommendations and plans to utilize the district's technology resources and any new resources to develop and maintain district efficiencies.

- Perform on-sight preventive maintenance on equipment and, when necessary, repair equipment or contact provider of repair services to perform repairs

- Manage and maintain the LAN/WAN networks and equipment to ensure the system is supporting the needs of the District

- Maintain and monitor server farm of Domain Controllers, File Server Clusters, Web Servers, Citrix Servers, SQL Server and Exchange Clusters ensure the system is "up" and supporting the needs of the Districts

- Maintain and monitor Anti-Virus, SPAM and Patch Management systems to be sure all servers and workstations and the district are secure from attacks and viruses/worms.

- Maintain up to date adds, moves, and deletions of Technology assets inventory.

- Provide input to the budget process and technology purchasing

- Conduct training sessions for staff members in the use of hardware and software applications

- Assist teachers in determining hardware/software compatibility

- Attend meeting related to responsibilities of the position

- Prepare specifications and quotes for new computer equipment, parts, supplies and software purchases as needed for Technology Department and District.

- Establish and maintain a current network and/or school architect schematic

- Maintain current knowledge on changes in technology and software applications and shares information with appropriate personnel

- Troubleshooting Citrix Server Farm

- Design deployment strategies, testing and implementing software

- Assist in development of Technology Plan

- Assist in the implementation of a disaster recovery plan

- Manage, configure and troubleshoot Active Directory, DNS, WINS and DHCP systems.

- Support the design, implementation and execution of a disaster recovery plan of all servers, LAN/WAN infrastructure and system data.

- Ensure telephone, electronic mail and on-site technical services are available to assist all personnel to utilize computer technology in the performance of their job responsibilities.

- Maintain "up-time" from home when necessary by performing necessary maintenance via VPN remote connection.

- Maintain and secure confidential District information

- Complete all other assignments as directed by the Technology Administrator

Comments

The Technology Coordinator will evaluate performance of this job. The evaluation is based on work performance for the entire year. The position holder must be able to perform the essential job functions.

An important factor in Technology and Information is one of confidentiality. This factor cannot be overemphasized in that any question dealing with a breach of confidentiality will be considered as an important matter and will be dealt with appropriately.