



POSITION DESCRIPTION
Technology Specialist

ORGANIZATIONAL RELATIONSHIPS

The Technology Specialist is responsible for setting up, imaging, and delivering new technology equipment throughout the district. They provide technical support for hardware and software to school staff. They are the Google administrator for G Suite.

PERFORMANCE RESPONSIBILITIES

1. Set up, install, and maintain district computer systems.
2. Set up, install, and maintain printers, computer peripherals, and other technology.
3. Provide technical assistance to building staff.
4. Assist in the preventative maintenance of technology equipment.
5. Assist with the completion of the technology equipment inventory.
6. Implement and maintain a repair record for all technology inventory.
7. Share technology knowledge with district staff as requested.
8. Keep current with revisions and upgrades to technology.
9. Assist with ordering and maintaining the parts inventory.
10. Assist with setting up sound systems, computers, projectors, televisions, and other equipment and iOS devices.
11. Assist with wiring projects, pulling cable, making patch cords, etc.
12. Responsible for setting up and managing district iPads using the mobile device management software.
13. Responsible for setting up and troubleshooting classroom displays/projection systems.
14. Responsible for the collection of outdated equipment and coordination of the recycling and disposal of such equipment.
15. Assist with the set-up and delivery of staff and student mobile devices.
16. Annual update of staff mobile devices (Chromebook, laptop, iPad, etc.).
17. Set up and support district cell phones.
18. Set up and image new devices.
19. 20. Must be organized in scheduling and carrying out assignments, managing records, and managing documentation for technology systems.
20. 21. Perform additional responsibilities as assigned by the building administrator and/or instructional technology coordinator.

QUALIFICATIONS

1. Associate or Bachelor's degree in information technology.
2. Previous experience in technical support/help desk.
3. Knowledge of G Suite, Apple, and Windows computers and operating systems.
4. Knowledge of iPads, interactive panels, Chromebooks, and other technology devices.
5. Knowledge of the Google dashboard and managing Chromebooks.
6. Possess a valid driver's license and have access to a vehicle.
7. Ability to communicate effectively (written and verbally) with staff.
8. Ability to assume responsibility, work independently, display initiative, and exercise good judgment.
9. Ability to properly handle confidential matters and emergency situations.
10. Ability to work positively with students, staff, and the community.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 70 pounds of force frequently to lift, carry, push, pull,, or otherwise move objects. This type of work involves sitting most of the time but may involve walking or standing for brief periods.
2. Ability to pass a physical examination prior to employment
3. The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.
4. Regular attendance and punctuality.
5. Work is scheduled between 6:00 am and 6:00 pm Monday through Friday with occasional weekend work.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT

1. This position is considered full-time.
2. The Technology Specialist will report to the Director of Technology.
3. Compensation will be based on the individual contract.

CREATED: 07.19.2023

REVISED:

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Superintendent of Schools is the compliance officer. Please call 715.258.4500 with questions or concerns.