

## SCHOOL DISTRICT OF DIXIE COUNTY

### JOB DESCRIPTION

#### DISTRICT TECHNOLOGY SPECIALIST

**QUALIFICATIONS:**

- (1) Associate's Degree or higher in technology or a minimum of five (5) years experience in a related field.
- (2) Valid Florida drivers license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- (1) Ability to effectively work with others, both individually or in a group.
- (2) Ability to develop and effectively communicate concepts and ideas in oral and written form.
- (3) Knowledge and experience in the effective use of technological media and materials.
- (4) Knowledge of current network and productivity software and technology hardware.

**REPORTS TO:**

Executive Director of Support Services.

**JOB GOAL**

To assist district personnel in installation, trouble shooting, and maintaining technology equipment and software and to assist in the necessary training of technology and its applications with educational settings.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- (1) Cooperating with the district staff in the total effort to bring about quality education for students through the use of technology.
- (2) Supporting the efforts activities, and duties of the Instructional Technology Team.
- (3) Assisting in planning, coordinating and implementing district and school technology plans.
- (4) Working with the District Technology Committee and School Technology Committees and informing them of current technology and future technology plans.
- (5) Assisting in the identification, selection, acquisition, use and evaluation of technology hardware and appropriate software.
- (6) Providing the necessary support for all technology hardware and software, including installation, maintenance, troubleshooting, updates and expansion capabilities.
- (7) Troubleshooting faulty technology and maintaining operating technologies.
- (8) Maintain records: Documentation of problems and their resolutions in area of assignment.

## **DISTRICT TECHNOLOGY SPECIALIST (Continued)**

- (9) Assist in monitoring the maintenance of established security procedures.
- (10) Assisting in planning, coordinating and implementing technology applications consistent with established project objectives and activities.
- (11) Attending local, state and other meeting/workshops/conferences for the purpose of sharing and collecting information.
- \*(12) Assist in designing the network configuration(s).
- \*(13) Oversee/coordinate network wiring.
- \*(14) Assist in developing and documenting network protocols.
- \*(15) Participate in developing and maintaining Internet connectivity.
- \*(16) Provide training for site-based contact persons in the use and application options within the network.
- (17) Maintain current knowledge of new products and trends in networking and microcomputing.
- (18) Keep supervisor informed of activities in area of assignment.
- (19) Perform other incidental tasks, as determined by the immediate supervisor, to be consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:** Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

### **Job Description Supplement Code 9**