

Simpson County School District

JOB/POSITION DESCRIPTION

Position Title: **Technology Support Specialist (COVID-19)**
Department: **Office of Technology/IT**
Reports to: **Director of Technology**
Status: **Classified**

SUMMARY

To support and enhance the educational mission of the school district through providing technical assistance and instructional technology supports to all schools in the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides assistance in the installation, maintenance, upgrading and repair of all technology hardware, software, and networks in the district.
- Provides assistance in training and supporting staff in the use of software and hardware
- Assists in evaluating existing hardware and software and recommending improvements
- Assists in providing network support for schools
- Assists in the installation and maintenance of all network cabling and related components
- Assists in the ongoing implementation and evaluation of all aspects of the district's and schools' technology plans.
- Provide for professional growth by completing the approved District Staff Development Program
- Demonstrates prompt and regular attendance
- Supports the Simpson County School District's Mission, Vision, and Strategic Plan
- Performs other duties as assigned by the Director of Technology

QUALIFICATIONS:

- High School diploma or equivalent
- Excellent interpersonal and communication skills both orally and in writing
- Ability to establish and maintain positive and professional working relationships with co-workers
- Good organizational and problem solving skills. Self-directed individual who can determine work assignments based on an understanding of established practices

PHYSICAL DEMANDS and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and regularly to move; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 20 pounds, and occasionally lift and move up to 30 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Simpson County Board of Education Policy on Evaluation of Professional Personnel.

EMPLOYMENT:

Twelve-month year; 240 days Salary based on the Simpson County School District's Approved Scale.

REVIEWED BY: SIMPSON COUNTY SCHOOL BOARD DATE: **TBD**

Reviewed and agreed to by: _____ Date _____