

BUTLER COUNTY SCHOOLS
COMPUTER/TECHNOLOGY SPECIALIST
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Post-secondary training in electronics, networking and technology.
- (2) Experience in some or all of the above.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computing hardware and software. Knowledge of operating systems and networks. Ability to troubleshoot hardware and software. Ability to communicate effectively orally and in writing. Ability to conduct workshops and training. Ability to build, repair and service a variety of technology equipment.

REPORTS TO:

Technology Coordinator

JOB GOAL

To provide installation, repair, and upkeep of the computer and communications networks throughout the Butler County School System.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Design and implement a program of technological support, presentation of inservice workshops on the operation and instructional uses of computers; peripheral equipment and specific applications software; provision of information and hardware/software troubleshooting on an on-call basis, and installation upgrading, and repair of hardware at school sites.
- * (2) Troubleshoot hardware/software of distributed computer systems and associated network facilities.
- * (3) Install, configure and upgrade computer hardware, software, and attached peripherals, network and desktop operating systems, applications, and associated cabling.
- * (4) Provide consulting services (for new hardware and software).
- * (5) Provide hardware and software training of school staff.
- * (6) Counsel and communicate issues/problems for school staff.
- * (7) Maintain work orders and job related documentation.
- * (8) Communicate effectively with the teachers, staff members, administrators and other contact persons using tact and good judgment.
- * (9) Ensure adherence to good safety standards.
- * (10) Model and maintain high ethical standards.
- * (11) Demonstrate initiative in the performance of assigned responsibilities.
- * (12) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (13) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (14) Keep supervisor informed of potential problems or unusual events.
- * (15) Respond to inquiries and concerns in a timely manner.

COMPUTER/TECHNOLOGY SPECIALIST (Continued)

- *(16) Exhibit interpersonal skills to work as an effective team member.
- *(17) Demonstrate support for the school system and its goals and priorities.
- *(18) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(19) Prepare all required reports and maintain all appropriate records.
- *(20) May be required to work beyond the 40-hour week.
- (21) Perform other tasks 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 System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Job Description Supplement No. 12

*Essential Performance Responsibilities