

WICKENBURG UNIFIED SCHOOL DISTRICT
JOB TITLE: TECHNOLOGY SUPPORT SPECIALIST

Position Type: Classified	Department: Educational Services
Salary Schedule: Classified Grade 14	Reports to: Exec. Director of Educational Services
Salary Range: \$11.38 - \$16.27 per hour	Location: District Office
Term of Employment: 12 Month Calendar	Date: 6/15/2015
Shift: Day	Approved by: Human Resources

We are creating excellent schools where there is a laser-like focus on the Essential Elements of instruction and moving each student to the next academic level.

POSITION SUMMARY:

Maintain computer hardware and software for the entire District, including all schools and all offices.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Installs, maintains, troubleshoots and repairs computer system hardware, peripherals and software;
- Responds in a timely manner to School Dude Information Technology issues;
- Assists with training employees in new technology applications;
- Assists with printing problems;
- Submits requests for parts and supplies to Director Of Educational Services;
- Maintains inventory of all equipment and software for the district;
- Assists with setting up and maintaining computers throughout the District;
- Assess and repair network when appropriate;
- Maintains and updates active directory and monitoring of backups;
- Maintains structure for server folders, permissions, etc.;
- Must effectively document all work done, date and organize for review by Director of Educational Services;
- Complies with all rules, regulations and policies of the Governing Board.

MARGINAL DUTIES:

- Other job related duties as assigned by supervisor;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:

- Ability to work effectively under time constraints;
- Must be detail-oriented, self-motivated, and able to work independently with minimal supervision;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Communicates effectively with the immediate supervisor and other administrators;
- Responds promptly to questions and requests and seeks assistance when appropriate;
- Must be a team player and get along well with others;
- Develops positive working relationships with school staffs and district office staff;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines.

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream

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CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- High School diploma or GED equivalent;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968.

EDUCATION AND/OR EXPERIENCE:

- One to three years related experience and/or training in installing, maintaining, troubleshooting and repairing computer system hardware, peripherals and software; or equivalent combination of education and experience;
- Previous experience in an educational setting preferred.

COMMUNICATION SKILLS:

- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Must use appropriate grammar and have legible handwriting;
- Ability to communicate effectively.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

PHYSICAL DEMANDS:

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May regularly lift and /or move up to 20 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EVALUATION: Annual evaluation by Executive Director of Education Services in accordance with Board Policy.

COMMENTS: Work hours may be required beyond the normal work day and may include evenings, weekends or holidays.

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.

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