

CHISAGO LAKES SCHOOL DISTRICT, ISD #2144

TITLE: Building Technology Support (HS/MS)

QUALIFICATIONS:

1. Four-year degree preferred, two-year degree and relevant job-related experience or equivalent alternative.
2. Ability to work effectively with students, parents, and staff.
3. Able to lift 50 pounds.
4. Knowledgeable in current technology and software.
5. Experience with G Suite for Education (Google Apps).
6. Ability to work independently with minimum supervision.
7. Effective organizational skills including scheduling, resource allocation, and utilization.
8. Such alternatives to the above qualifications as administration and/or Board may find appropriate and acceptable.

REPORTS TO: Director of Technology Services & Building Principal

JOB GOAL: Oversee and maintain building technology so that students and staff can effectively utilize technology resources. Provide technology support for students and staff with equipment and software.

PERFORMANCE RESPONSIBILITIES:

1. Provides system setup, maintenance, and troubleshooting for all building technology.
2. Troubleshoot, diagnose, and repair computer and mobile device hardware, software and operating system problems.
3. Manages technology inventory across the school.
4. Coordinates computer lab use, maintenance and software.
5. Assists in the maintenance of network user accounts for current and new staff and students, and create and manage student information system accounts for students.
6. Diagnoses, troubleshoots and repairs peripheral equipment to resolve failure, malfunction, or configuration issues; coordinates related warranty and repair services with vendor and/or service provider.
7. Provides technology support and set up for state testing and reporting applications.
8. Supports Media Center operations as needed.
9. Provides guidance on technology-related purchases.
10. Serves as a member on building technology committee.
11. Maintain confidentiality as per mandated data privacy laws.
12. Performs other building duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy for non-certified personnel.

Updated 10/31/2019