

Job Description for Information Technology Specialist Hardeman County School District

JOB DESCRIPTION:

Acting under the supervision of the Coordinator of Information Technology, this position will provide technical hardware and software support for the Hardeman County School District, with focused attention on assigned location. The Information Technology Specialist is expected to work in a team environment to troubleshoot and maintain computer systems, and other technology equipment in the school district, install hardware and software equipment and upgrades, maintain inventory records, provide training on the use of software packages as needed, and perform other related duties as required by management. The Technology Specialist needs the ability to work with minimal supervision, have the ability to respond quickly to any situation, communicate efficiently with all parties, and to work courteously with staff, students, and other administrators in resolving all hardware/software issues.

JOB QUALIFICATIONS:

Minimum qualifications include High School diploma or equivalent and at least 2 years in technology field experience. Past experience should include extensive hardware/software repair, and the use of technology, as this position requires a high level of knowledge in the use and application of personal computing. Preference will be given to individuals with an Associate's Degree and to the individual having experience with PC-compatible computers, particularly in: networking, hardware maintenance, Microsoft Office, multimedia applications, Internet and email, and maintenance of Cisco wireless/switches. Industry experience in computer technology is a plus, but not required. Must be able to pass a background check and maintain a valid driver's license. Must be able to lift/carry minimum of 25 lbs.

JOB DUTIES:

- Troubleshooting and repair of workstations, iPads, tablets, printers, interactive projectors, etc. whether software or hardware related
- Installation of new equipment
- Removal of discarded equipment, to include correct disposal of hard drives
- Communicate efficiently with supervisor, and Library Media Specialist/Principal over software/hardware repairs
- Communicate and work with hardware/software vendors on technology solutions, support and maintenance
- Communicate and work with Technology Assistants at each school (currently the Library Media Specialist)
- Software installation/implementation/upgrades/support
- Network support for local area networks at each of the ten schools and all administrative locations
- Supporting specialized software such as BMC Track It software, and others
- Supporting computer labs including vocational, middle and high school labs
- Assisting school staff on the use of technology in their classroom and/or job
- Maintain educational background with current technology trends
- Other duties as assigned

SALARY RANGE:

Dependent upon qualifications and experience level.