

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Audio-Visual/Computer Technician (System-Wide)

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Bachelor of Science Degree or comparable/relevant educational background and minimum of four years experience in a computer related field.

- Knowledge and background in IBM compatible systems to include the Windows operating systems. Experience in computer communication systems, cabling protocols, and software installation on multiple operating systems including Netware and NT. Network certification a plus.
- Ability to do preventive maintenance and minor repair work on computer hardware, peripherals and other technology/AV equipment.
- Progressive experience as a trainer and developer of system users, and have the ability to use and train on multiple software packages.

REPORTS TO: Principal

JOB MISSION: Health/Safety and student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- To provide technology and audio visual support for the School System.
- Maintain and upgrade operating systems, application software and configurations
- Coordinate, plan and schedule equipment maintenance
- Coordinate, update and maintain the application software library
- Install system hardware and software, maintain online inventory database
- Monitor security procedures
- Execute Disaster Recovery procedures and backups
- Coordinate training and staff development
- Establish and maintain network and stand alone operating system connections and user accounts.
- Administer network accounts and monitor email.
- Maintain state-of-the-art knowledge of technological developments and advancements relative to educational systems
- Maintain contact with organizations, user groups and businesses that serve as resources
- Manage audio-visual - remote media area - system wide

End-User Functions:

- Direct and coordinate proper care of all computer hardware and software
- Manage and support all remote media requests
- Ensure adherence to security procedures and local backups where necessary
- Ensure adherence to authorized use policies
- Ensure the physical safeguard of equipment and supplies
- Participate in training and staff development activities
- Encourage and facilitate staff and student use of all available technologies
- Provide individual and group assistance to teachers in order to facilitate and integrate technologies into their classrooms
- Work with staff in facilitating and implementing plans for classroom curriculum, management support, and student career preparation
- Research new and best practices regarding technology use throughout the school system
- Perform related and appropriate work as assigned by the Superintendent and/or building principal

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: System Technology/Instructional Specialist

QUALIFICATIONS:

- Bachelor of Science degree in computers or related field and experience in network administration/technology support position
- Demonstrates strong project planning skills; proven ability to problem solve and implement system rollout
- Strong interpersonal and communication skills
- Progressive experience as a trainer and developer of system users. Technical knowledge of Windows 2000 and NF server, SolaTis 8 O/S, Microsoft Exchange server and client operating systems
- Knowledge of Linux, Unix and Checkpoint firewall a plus
- Knowledge of networking hardware and communication protocols
- Familiarity with long distance video conferencing equipment a plus
- Commitment to pursue ongoing training to maintain state-of-the-art technical skills and expertise
- Ability to work well with teachers and students

REPORTS TO: The Superintendent/Building Principal

JOB MISSION: Health/Safety and student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Network Functions:

- Responsible for all network-related operations; monitor and maintain network operations and equipment.
- Administer all aspects of security including user accounts and access privileges
- Plan and implement upgrades to system infrastructure to ensure future access needs are met
- Assist in the development and implementation of a disaster recovery plan
- Assist in the acquisition and maintenance of student and staff workstations and peripherals
- Interact with vendors' research and negotiate purchases on behalf of the School District

Application Functions:

- Assist in the rollout of primary information management systems including student information system, financial management system and office automation products
- Serve as primary webmaster to update and oversee district and school webpage
- Support data collection and analysis work

End User Functions:

- Support instructional technology by working with all end users
- Coordinate training and conduct staff training
- Maintain state-of-the-art knowledge of technological developments and advancements relative to educational systems
- Support teaching staff in the integration of technology in and evaluation assessment data
- Research and distribute resources that promote excellence in education
- Provide help desk and troubleshooting support for students and teachers
- Perform other duties as may be required by his/her supervisor.