

412.01R15 Job Description, Technology Integration and Support Person

Friday, August 11, 2023

Job Description, Technology Integration and Support Person

The Technology Integration and Support Person will be assigned, supervised, and evaluated by the superintendent of schools. His or her duties shall include, but not be limited to, the following:

- I. Providing assistance to the Network Administrator in maintaining, servicing, cleaning, and when necessary installing all components related to the computer network, including computer components, software, file servers, work stations, other digital electronic devices that are independent of the network, network hubs, switches, routers, firewall appliances, network cabling and service connections, and the wireless network infrastructure anywhere in the school district.
- II. Assuring that the district software, hardware, and wireless networks are operated in compliance with all regulations as specified by CIPA, COPPA, and FERPA.
- III. Maintaining and servicing the school district's security camera system and related components.
- IV. Assisting teachers in the purchase and use of educational software and hardware.
- V. Training of staff, faculty, and students in the use of computers and related peripherals and software.
- VI. Maintaining and managing a variety of digital tools and resources for teacher and student use in technology-rich learning environments.
- VII. Selecting, evaluating, and facilitating the use of adaptive and assistive technologies to support student learning.

VIII. Coach teachers in and model design and implementation of technology-enhanced learning experiences.

IX. Installing, setting up, and maintaining multimedia projectors, interactive whiteboards, and a variety of input devices, ranging from document cameras to advanced telephones.

X. Maintaining or troubleshooting the school public-address system, the bell system, and phone system.

XI. Monitoring the computer system for unauthorized use and reporting such use to the superintendent or principal for disciplinary action. This includes but is not limited to the unauthorized installation and use of software and accessing inappropriate material.

XII. Maintaining a system of backups for the file server and other critical computers in the system to prevent the loss of data.

XIII. Attending some evening activities. Working overtime hours, upon the approval of the superintendent of schools, may be necessary.

XIV. Performing other tasks and duties as assigned.

XV. Minimum physical activities: The Technology Integration and Support Person must have the ability to perform the physical activities and work in various environmental conditions as follows:

A. Must occasionally work in noisy and crowded environments with numerous interruptions.

B. Requires stooping, bending, kneeling, turning, balancing, and reaching.

C. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

D. Requires operation of computer keyboards, tools necessary for maintenance, (screwdrivers, network cable crimping tool, etc), and the installation of delicate computer components.

XV. Minimum educational preparation requirements and experience:

A. Associate's degree or higher from an accredited college or university in computer science, education, business administration, public administration, or related field OR three (3) years' experience in systems administration, information technology management, computer and/or network maintenance, including support for storage systems.

B. Well-developed human relations, communication, and organizational skills.

C. Proven ability to teach and mentor other technical professionals.