



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee

Under the direction of the Superintendent, maintains information technologies strategies by researching, maintaining, and implementing technological strategic solutions. Oversee purchase and use of media center books and materials to support the goals and mission of the district.

Job Title:	Technology Specialist	Date:	11-13-17
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Job Description: Maintains all Media Department, Information technology District wide.

Job Activities: note: % of time varies greatly based on needs at the time. % Of time

- Monitor, maintain, and update network/internet access infrastructure (routers, firewall, wireless access) 10
- Monitor, maintain and update CIPA compliant content filters (4 buildings) 10
- Troubleshoot, instruct users on MS Office products (Word, Excel, Outlook) 10
- Monitor, maintain, and update PBX phone system 5
- Troubleshoot, Instruct users on the use of TIES (security administrator) 5
- Setup, troubleshoot, maintain client computers (currently 400 +, repair hardware, software issues, remove virus and or malware when needed) 5
- Troubleshoot, instruct users on web based applications (AOL IM, school website) 5
- Monitor, maintain, update and instruct users of Email system 5
- Maintain database of AlertNow calling system 5
- Add, modify, delete users on Exchange email system 5
- Add, modify, delete users on PBX phone system 5
- Add, Modify, delete users of TIES. 5
- Troubleshoot, maintain SMART Boards 4
- Troubleshoot, maintain LCD /LED projectors 1
- Maintain classroom sound systems 1
- Troubleshoot, maintain and update Bus routing application (VersaTrans) 1
- Oversee the maintenance of district copiers 1
- Oversee the maintenance of district printers (order toner and request service) 1
- Troubleshoot, maintain and update food service POS system (Wordware) 1
- Monitor, maintain, update PBX phone system 1
- Research, recommend and purchase related technology (desktops, tablets, laptops, servers, etc.) 1
- Troubleshoot, maintain, PA and bell systems 1
- Add, Modify, delete users on the HS card access system 1
- Troubleshoot, consult on school camera systems 1
- Troubleshoot, consult on athletic facility PA system 1
- Maintain library catalog /circulation application (Follett Destiny) 1
- Install, update, TestNav and student database for MAP testing 1
- Upload MAP test results to NWEA 1
- Configure network and firewall settings to allow for MAP and State MCA testing 1
- Install, update secure browser for state MCA testing 1
- Purchase AV related supplies /equipment (copier paper, laminating film, transparencies, etc.) 1
- Purchase library books, e-Books, library supplies 1
- Instruct users on usage of AV equipment (TV /DVD players, camcorders, portable PA systems) 1
- Manage technology and library budgets. 1

Infrequent Tasks:

- Add, relocate phones 20
- Troubleshoot, consult on bus radio system 20
- Troubleshoot, consult on bus camera system 20
- Consult on HVAC control systems 20
- Troubleshoot / install WordWare software. 20

Job Location:	All District Location	Company Industry:	Public School
Job Role:	Technology	Employment Status:	Full-time
Employment Type:	Employee	Manages Others:	Yes
Band-Grade-Sub Grade: State Job Match Points:	D-6-2 373		

Qualifications:

- * Valid Minnesota Teaching License
- * Ability to multi-task in fast-paced dynamic environment.
- * Excellent Technology knowledge
- * Willing to keep informed on technology and Library advances (workshops, publications, etc)
- * Software: Knowledge of the following: MS office, Word, Excel, Access, Outlook, Exchange 2010, Server 2003-2012, SQL server, TIES Enterprise systems, Keri doors, VersaTrans, Simplex-Grinnell controls, AngelTrax, CISCO routers, MagicBox, Web CMS, Alertnow system, NEC PBX systems, Follett Destiny, Delta Controls, Windows XP, Vista, 7 and 8, Mac OS 10.X HP Printer controls, Sharp Copier controls, Internet Explorer, Firefox, Chrome, Safari, InfoDriver, FortiClient, Symantec Backup, Unifi wireless, TestNav, AIR Secure Browser, varied wireless routers. Accelerated Reader
- * Special Tools: Phone toner/tester, Network Tester, Network punch down tools, Multi-tester, computer maintenance tool kit.
- * Licensed as a Media Generalist
- * Strong interpersonal skills
- * Equipment: Laptop and desktop computer

Career Level:	Entry Level	Years of Experience:	[1-3 years]
Degree:	Bachelor's Degree		

Collective Bargaining Agreement – Teacher Union

Approved By: Brad Sellner	Date Approved: 1-20-14
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