

**Enterprise School District
Job Description**

Job Title: District Lead Technology Specialist (Confidential Position)

Department: Technology

Reports To: Chief Business Official

Range: Range G - Confidential Salary Schedule

Prepared By: Assistant Director of Human Resources

Prepared Date: April 20, 2011

Approved By: Board of Education

Approved Date: May 4, 2011

SUMMARY

Under the supervision of the Chief Business Official or designee, working closely with administrators, functions as a department lead, assists in the maintenance, design, repair and implementation of all district technology including connectivity, (internet, telecommunications, and email). Coordinates and provides technical support for PC and other technical applications which include diagnosing, and repairing of hardware. Provides training for all district staff as assigned. Provides input regarding on going analysis and coordination of district technical needs in Instruction, Business and Human Resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Functions as a day-to-day lead for the technology department staff.
- Develops and maintains a priority system for work orders and the assignment of the work orders to technology staff.
- Ability to communicate effectively with others, good listener
- Assists in the consultation and collaboration with outside agencies in the design, installation and maintenance of local and wide area networks
- Assists in training district staff
- Coordinates with Technology committee regularly for implementation of district goals
- Develops and supports specific programs and applications
- Helps users select and use software
- Installs, maintains, trains, enhances existing networks and systems for school libraries, science building, video studio, classrooms, and offices
- Maintains inventory on all district computer equipment
- Maintenance of system and software applications, hardware and software diagnostics
- Provide technical support to all users
- Specialized duties require access to and possession of information relating to employer-employee relations; therefore, this is a Confidential position and not a part of the Classified Bargaining Unit
- Supports network applications on Network, Windows NT, Appleshare and Lantastic Servers
- Willingness to learn or possess knowledge and skills required to install and maintain connectivity: servers, print servers, modems, switches, routers
- Works independently and as a team member
- Works well with vendors
- Provides input to the Chief Business Official for technology staff evaluation.

- Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Associate's degree (A.A.) or equivalent from two-year college or technical school is desirable
- A minimum two year directly related experience and/or training is required
- Four years of directly related experience is highly desirable
- Experience in networking
- Possesses in-depth understanding of various computer architecture, IBM, Mac families
- Experience with repair and maintenance of computer and other technology equipment

LANGUAGE SKILLS

- Ability to read, analyze, and interpret professional and technical journals, technical procedures, and governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of administrators, clients, customers, all levels of staff, and the general public

MATHEMATICAL SKILLS

- Ability to work with mathematical concepts such as probability and statistical inference
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

REASONING ABILITY

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid California driver's license

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, sit, climb or balance, and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

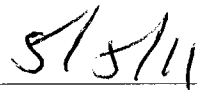
WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



Superintendent



Date



Board Approval (Clerk)



Date