



# Howard Lake–Waverly–Winsted Public Schools

ISD #2687

## Job Description of Position:

Under the direction of the Technology Director assists with technology equipment maintenance, setup and instruction on use of equipment/programs.

Job Title: Technology Specialist

Revised Date: 6/17/2024

Job Description: Assists with technology instruction, setup, maintenance etc.

- ⚓ Conducts Computer and Miscellaneous Technology Equipment Maintenance
- ⚓ Assist With Setup and Installation of Technology Equipment in Different District & MAWSECO Locations
- ⚓ Assists Students, Staff, and Parents in Diagnosing/Troubleshooting Technology Problems
- ⚓ Assists In Maintaining Networks, Including Installing Equipment & Cabling Along with Basic Troubleshooting
- ⚓ Maintain and Troubleshoot the District Website
- ⚓ Maintain District Digital Curriculum Inventory and Ensure Integrity of Rostering Data
- ⚓ Maintain Software/Digital Service Inventory
- ⚓ Develop Policies, Procedures, and Standards Regarding Technology Use
- ⚓ Maintain, Repair, Troubleshoot, and Inventory Chromebooks Including Collection and Distribution
- ⚓ Maintaining The Digital Appearance of The District Through Electronic Signage and Across Its Digital Portfolio
- ⚓ Provide Technical Support and Create Support Resources/Troubleshooting Documentations
- ⚓ Troubleshooting Miscellaneous A/V Equipment
- ⚓ Assists With Endpoint Management and User Management in Various Admin Consoles
- ⚓ Assists In Maintaining Network and Device Security
- ⚓ Contacts Vendors to Answer User Questions and Solve Technical Problems
- ⚓ Keep Abreast of Current Developments in Technology Through a Variety of Resources
- ⚓ Researches Technical Manuals, Guides, Web Sites, And Forums
- ⚓ Assists With Maintenance of Technological Inventory and Ensures Proper Disposal of Retired Assets
- ⚓ Analyzes Existing School and Department Operations/Problems and Facilitate the Development of Solutions Using Information Systems Technology
- ⚓ Other Duties as Assigned by Technology Director

Job Location: District Wide, and MAWSECO

Company Industry: Public School & SPED Co-op

Job Role: Technology

Employment Status: Full-time

Employment Type: Employee

Manages Others: No

Band-Grade-Sub Grade: C-?-?

State Job Match Points: ???

### Qualifications:

- + Ability to troubleshoot unique and varying technology issues
- + Strong interpersonal skills
- + Ability to multi-task in fast-paced dynamic environment
- + Valid Minnesota Driver's License
- + Ability to Climb Ladders, and Lift and Carry periodically
- +Excellent organization skills
- + Understanding of Classroom Environments
- + Work independently and as a team member
- + Ability to prioritize requests and coordinate multiple projects
- + Knowledge of various computer systems and ability to efficiently learn new systems and programs

Career Level: Entry Level

Years of Experience: [1-3 years]

Degree: High School or Equivalent, Associate's Degree or equivalent experience

Collective Bargaining Agreement – ?

Approved By:

Date Approved:

C-?-? Technology Specialist