

**Computer I.T. Specialist
Job Description**

Burrton, USD 369

Purpose: The Computer I.T. Specialist administers the network within the District and ensures it is maintained and operating at the optimal level for the educational needs of the students and the staff of the school district. In addition, the C.I.T.S. promotes the development of computer skills, assists teachers in using the best procedures and techniques in teaching with computers and assists with the development of positive attitudes toward technology in education. To accomplish these tasks, the Computer I.T. Specialist works closely with the staff and administration of the District.

Responsible to: Superintendent

Payment rate: As established by the Board of Education

Qualifications:

1. Appropriate certification for the position.
2. Knowledge of server implementation.
3. Ability to share acquired knowledge effectively with co-workers.
4. Team player who understands goals and responsibilities and helps others meet and exceed these goals.
5. Ability to use the English language correctly and effectively (written and verbal). Demonstrated ability to communicate technical issues with nontechnical persons.
6. Ability to communicate ideas and plans for network implementation and maintenance.
7. Experience and training desired in multiple platforms – Windows and Macintosh.
8. Experience with cloud computing.
9. Knowledge of network integrity to include virus protection and copyright compliance.
10. Knowledge of TCP/IP Network protocol.
11. Ability to do CAT 5 cabling.
12. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
13. Desire to continue career improvement by enhancing skills and job performance.

Essential Functions:

1. Lead networking projects to meet administrator and/or board approved deadlines.
2. Plan and design networks to meet the stated needs of the school district.
3. Be proactive in the repair, maintenance, and upgrade of existing networks as required.
4. Set up and configure, maintain, and upgrade new and existing technologies as needed.
5. Install and maintain software in networks and individual devices.
6. Maintain inventory of networks, hardware and software of the district.
7. Troubleshoot and install multiple networking software.
8. Communicate and work effectively and cooperative with members of the schools district and community.
9. Work to implement the vision and mission of the District.
10. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
11. Work independently and without supervision, and complete work in an efficient manner.

Physical Requirements/Environment Conditions:

1. Can require prolonged sitting or standing and use of equipment including repetitive motions and computer eye fatigue.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Must have physical stamina to maintain job responsibilities.
4. Occasional stooping, bending, and reaching.
5. Ability to run cables through ceilings and walls while using ladders.
6. Occasional stooping, bending, kneeling, turning, and reaching.
7. Must maintain appropriate levels of personal hygiene and sanitation.
8. Must occasionally work in noisy and crowded environments with numerous interruptions.

General Responsibilities:

1. Keep current on technology and receive appropriate training to administer computer and other technology systems.
2. Respond to information requests in a cooperative, courteous, and timely manner.
3. Keep student and personnel information and records confidential.
4. See that district policies are observed during all activities.
5. Assist in training staff to use district technologies.
6. Order technology supplies as needed.
7. Obtain advance approval of the Principal for all activities and expenditures.
8. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
9. Other duties as assigned by Principal or Superintendent.

Terms of Employment: Teacher contracted year plus 30 additional days. Position might require additional days as needs arise.

Evaluation: Performance of this job will be evaluated in accordance with provisions of Kansas Statutes and Board of Education.