



## **TECHNOLOGY SPECIALIST**

**(230 DAYS OF EMPLOYMENT)**

### **BASIC FUNCTION/PURPOSE**

The Technology Specialist is responsible for covering all technology needs at the campus location or locations assigned. They will work closely with teachers, office employees and administrators as well as interact with parents and students as needed to resolve technology issues. This position will support and uphold the mission and vision of the Jasper County Charter System.

### **DUTIES AND RESPONSIBILITIES**

- Ability to apply a working knowledge of and troubleshoot issues with computer hardware, software and networks including but not limited to servers, laptops, desktops, audio-visual equipment, current generation applications and operating systems
- Provides technical support with the installation, repair and maintenance of computer hardware, software and peripherals incorporating the various configurations used in the system facilities to support school personnel and students
- Maintains confidentiality of sensitive information and material and adheres to chain of command
- Communicates clearly with all stakeholders in a timely and professional manner
- Maintains a professional attitude towards the public and all stakeholders, especially during adversity.
- Adheres to and supports the board policies, procedures, and district guidelines and best practices with respect to Technology, Digital Citizenship and Cybersecurity and Safety
- Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine tasks with minimal direct supervision
- Stays up to date on ever-changing technical knowledge and expertise relevant to role and keeps current on educational technology
- Performs all other duties and responsibilities as assigned by supervisor

### **EDUCATION AND EXPERIENCE**

- Associate Degree in a relevant major with in-field technical certification or an equivalent combination of education and experience required
- Bachelor's Degree - relevant technology major preferred
- Minimum of 3 years experience in working with technology in an educational setting preferred

### **PHYSICAL DEMANDS**

The usual and customary methods of performing the job's functions require the following physical demands:

- Regular walking, standing, sitting, lifting, carrying, occasionally lifting items above twenty-five pounds
- Physical actions may include pulling cabling through attic or roof spaces, crawling under desks, stooping, kneeling, crouching, bending at the waist, and reaching up to retrieve equipment
- The job is performed regularly inside campus locations which are subject to moderate to loud student, campus, and environmental noise
- Unscheduled or urgent support outside of business hours may occur
- Moderate travel between campuses when needed
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily



**Jasper County  
Charter System**

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