WALKER COUNTY SCHOOLS

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Damon Raines
Superintendent

" READY FOR COLLEGE, READY FOR WORK, F

POSITION ANNOUNCEMENT

Announcement Date:	**August 15, 2019**
Position:	**Technology Specialist** **241 Days** **Advancing Education Center**
Effective Date:	**Immediately**
Qualifications:	**See Attached Job Description** **Minimum of 5 years of experience**
Application Deadline:	**Open until position is filled**
Application Process:	**Complete Walker County Online Application** **&** **Email Cover Letter and Resume to:** *Scott Harden* *Coordinator of Technology* *scottharden@walkerschools.org*

Technology Specialist
General Job Description & Required Knowledge:

In general, technology specialists are responsible for initial setup, installation, maintenance, and troubleshooting of technology related equipment and software within the Walker County School District.

Functions

Install, setup and maintain workstations and labs including printers, emails, and various applications for classroom use, examples include document camera software, smart board software (Promethean and SmartTech).

Install and setup various printer drivers for network and desktop printers.

Troubleshoot and install multiple operating systems – server and desktop/laptop versions, including Apple OSX, Apple iOS, Chrome OS and Microsoft.

Troubleshoot and install various software, including but not limited to Microsoft Office, Adobe Reader and Flash, Symantec Anti-Virus, Java, smart board software.

Troubleshoot networking problems including network loops and bad network components such as switches, patch cables, data jacks, etc.

Work with Testing Coordinator to ensure testing devices are configured to administer state assessments.

Required Knowledge

Candidate should have a wide knowledge of IT trouble shooting with projectors, networks, smart boards, document cameras, external computer accessories, printers, laptops, desktops, servers, hand held devices (iPad and iPod), student response devices, etc.

Candidate should have a general knowledge of network services including DHCP, DNS, network shares and permissions, and shared printers.

In a typical day, a technology specialist may:
- troubleshoot networking problems
- set up an IP printer and install the printer on multiple machines
- setup a new teacher's workstation including installation of all needed software, including but not limited to Microsoft Office, Anti-Virus software, Adobe Reader and Flash, set up all printers, email and iMessage, any network shares that the teacher should have access to, make connection to projectors and smart boards and verify that they connect
- train staff or personnel
- replace a bad VGA cable
- manage Chrome devices via Google Device Management

These are some of the things that could potentially be required during an average technology specialist's work day, but is not inclusive of all responsibilities or scenarios.