ST. FRANCIS
Episcopal School

Position Title:	**Technology Specialist**
Date Modified:	May, 2018
FLSA Classification:	Exempt
Reports to:	Head of Technology
Position Purpose:	Provides technical assistance to members of the St. Francis community. Installs and configures technology. Assists when needed, with training in the effective use of school technologies
Work Hours:	7:15 a.m. – 4:15 p.m.
Work Calendar:	Full Year
PTO Designation:	Staff *(Blackout dates may apply)*

Description: The Technology Specialist reports directly to the Head of Technology and helps facilitate implementation of the school's technology plan and integration of technology in all aspects of school life. This position provides support, guidance and instruction on the use of school hardware and software and takes the lead in innovative technology education through support of 3D printing, physical computing, robotics and other related educational technology initiatives.

Essential Functions:

- Troubleshoot, maintain and support all end user school technology, including computers, printers, network devices, phones, and other physical technologies.
- Maintain and support classroom technology such as interactive displays, document cameras, etc. Utilize the ticketing system to track and manage end user requests
- Provides audio/visual setup support for school events and ongoing support for classroom a/v installations
- Maintains equipment checkout/inventory system, including laptops, iPads, peripherals, and accessories
- Actively participate in the continuous improvement of technical services offered by the technology team
- Provide analysis and recommendations on new technologies and initiatives.
- Advise Head of Technology on technology issues and needs within the school.
- Support student technology used in a 1-1 environment through student technology orientation, 1 to 1 help and guiding acceptable use.
- Provide support and organization for our technology spaces around the school.
- Prepare for and conduct end-of-year technology closeout procedures, summer maintenance and the start of school preparation
- Assists in maintaining congruency between the school's board-approved *Mission Statement,* the *Long Range and Strategic Financial Plan* and all activities of the technology department.
- Assists in assuring that community members are familiar with and adhere to *school policies* in all areas of the school's operation.
- Supports the *Employee* and *School Handbooks* and assists with revisions and updates, when necessary, of the school's technology policies and procedures.
- Exhibits the behaviors described in the *Faculty and Staff: Basic Expectations*, *Characteristics of Professional Excellence* and complies with *Physical Requirements and Work Environment.*

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- Is assessed through the *Professional Growth and Evaluation Program.*

Qualifications:

- High school diploma or GED; Undergraduate Degree preferred; technology certifications preferred.
- A minimum of 3 to 5 years of technology support and troubleshhoting, with school experience a plus.
- Detail oriented team player with strong communication, troubleshooting, organizational, and customer service skills to serve students, faculty and staff of all ages.
- Ability to interact with administrators, faculty/staff and students in an educational setting
- Ability to communicate effectively in both written and verbal form
- Strong interpersonal skills with children and adults alike
- Skill in handling multiple, simultaneous requests, prioritizing issues and responding to critical system failures
- Skill in organizing and relating information in an understandable format
- Skill in critical and logical thinking and planning
- A desire to work in an educational setting where daily interactions with faculty/staff and students is a requirement.
- Positive attitude, self-motivated, strong customer services skills.
- Ability to provide occasional weekend and off-hours support for systems maintenance and scheduled on-campus events.

Physical Requirements and Work Environment

- Climate controlled school environment
- Occasionally lift up to 50 pounds.
- Visual acuity both near and far
- Stooping, bending, kneeling, standing, walking, reaching

Technology Specialist
Goal Related Tasks

- ***Upholds and enacts, at all times, the Technology Department Mission Statement -*** The St. Francis Episcopal Technology Department supports the school's instructional and administrative programs, by providing and supporting a robust hardware, network and communication systems with technical and instructional support and when needed, professional development. The Technology Department staff assists in creating a technologically dynamic, collaborative and accessible 21st century educational environment at SFES that enhances business, teaching and learning, creativity, scholarship, and the global connectivity of students, faculty and staff.