**DAWSON SPRINGS INDEPENDENT SCHOOLS JOB DESCRIPTION**

**CLASS TITLE: ASST. DISTRICT TECHNOLOGY COORDINATOR (ATC)/ TECHNICIAN/ INTEGRATION SPECIALIST**

**Class Code: 7525**

**BASIC FUNCTION:**

Install and configure various software applications on Local Area Networks (LANs), microcomputers and peripheral equipment for instructional and administrative purposes; respond to user requests for assistance and malfunction correction and provide technical support; troubleshoot and repair basic system malfunctions and maintain system operation.

Assist classroom teachers in the incorporation of technological hardware and software into the lesson plan and helping teachers effectively integrate technology into the curriculum

**REPRESENTATIVE DUTIES:**

* Install and configure various software applications on Local Area Networks (LANs) and microcomputers for instructional and administrative purposes; research software to determine hardware and configuration requirements to assure system compatibility.
* Study software manuals to learn installation procedures and basic application functions; test applications following installation to assure proper operation; orient and demonstrate users to new software.
* Interact with District network users to determine system needs and to assure integrity of LANs; assure proper connectivity interfaces with microcomputers and the mainframe.
* Respond to user requests for assistance and malfunction correction; provide technical information and assistance by phone or by visiting District sites; research software manuals and contact software and hardware manufacturers for information and assistance; explain and demonstrate source of error to user to avoid repeated malfunction.
* Assist with reconfiguration and upgrades of software as appropriate; perform repairs or refer hardware repairs to appropriate technical electronics personnel.
* Provide individual and group training in software application operation as needed, including report generation, query use, word processing and desktop publishing; provide technical training to District users in hardware and software malfunction diagnosis and correction.
* Maintain a variety of logs and records, including software and hardware inventories, upgrades and repairs, and assist with the disposal of district surplus inventory.
* Maintain district servers.
* Assist in ensuring appropriate Internet monitoring through proxy logs or other filtering software.
* Assist with creating and maintaining staff and student email accounts.
* Implement security procedures as necessary to safeguard district resources.
* Collaborate on the successful integration of hardware, software and Internet resources, in support of student learning, and assist teachers in meeting common core standards for subject-area and technology-learning objectives.

**Computer Tech / Integration Specialist - Continued Page 2**

* Create learning resources for teachers, staff and students. These may include web sites, tutorials, instructional videos, interactive programs, and databases that support teachers in integrating technology. Ideally, teachers will be guided and encouraged to develop their own resources, while the Technology Integration Specialist will continue to provide additional support as needed.
* Coordinate instruction to meet technology proficiency goals including training, lab sessions, and workshops regarding computer use.
* Assist in planning and implementing a variety of extended opportunities for student learning.
* Identify trends in software, curriculum, teaching strategies and other educational areas.
* Assess technology skill levels of students, teachers and staff.
* Assist in the creation, maintenance, and integration of technology plans.
* Recommend software and related resources.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Various LAN operating systems.
* Various software applications including word processing, spreadsheets, database management, telecommunications and graphics programs.
* Principles of data communications and computer operations and capabilities.
* System utilities and design and program applications.
* Principles of data management, organization and flow.
* Technical aspects of LAN maintenance and operation.
* Capabilities of the District's operating systems.
* Data file organization, structure and access methodology.
* Methods for integrating technology into the curriculum using mobile devices.

**ABILITY TO:**

* Install and configure various software applications on Local Area Networks (LANs) and microcomputers for instructional and administrative purposes.
* Respond to user requests for assistance and malfunction correction and provide technical support.
* Troubleshoot and repair basic system and peripheral equipment malfunctions and maintain system operation.
* Operate LANs, microcomputers and peripheral equipment.
* Assist and train users possessing varying degrees of skill in using LANs and related software.
* Communicate effectively both orally and in writing.
* Read, interpret and apply detailed and technical written and oral instructions.
* Plan and organize work.
* Analyze situations accurately and adopt an effective course of action.
* Work independently with little direction.

**Computer Tech / Integration Specialist - Continued Page 3**

* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.
* Use positive and effective interpersonal communication skills.

**PHYSICAL REQUIREMENTS**

* Lift up to 40 lbs.
* Bend, crouch, twist and reach to install equipment in confined areas.

**EDUCATION / EXPERIENCE:**

Any combination equivalent to: two years college-level course work in electronics and two years increasingly responsible experience repairing and servicing computer terminals, microcomputers and data communications equipment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date