

# Dumas ISD Technology Specialist Job Description

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**Job Title:** Technology Specialist

**Wage/Hour Status:** Nonexempt

**Reports to:** Technology Coordinator

**Pay Grade:** H

**Dept. /School:** Curriculum and Instruction

**Date Revised:** 4/7/14

## **Primary Purpose:**

Facilitate the effective use of technology at the campus level. Provide technical support in the use of hardware and software to multiple campuses.

Provide technical assistance to staff

## **Qualifications:**

### **Education:**

Associate's degree in computer science or electronics and/or experience in technology related field

### **Special Knowledge/Skills:**

Knowledge of computer hardware and software applications

Ability to analyze and resolve computer hardware and software problems

Knowledge of technologies available for use in instructional setting

Ability to repair computer and technology equipment

Strong organizational, communication, and interpersonal skills

### **Experience:**

One year technical support experience

## **Major Responsibilities and Duties:**

### **Technical Support**

1. Provide technical assistance to campus faculty and staff for use of equipment including computer hardware and software.
2. Provide immediate on-site assistance to campus staff with technology problems and questions.
3. Act as liaison with district technology personnel.
4. Maintain computers in campus lab(s) and classrooms and arrange for needed repairs.
5. Perform upgrades to software and hardware.
6. Assist with the organization and distribution of technology materials for classroom use.

### **Inventory**

7. Maintain accurate inventory of hardware, software, and computer lab materials at assigned campus(es).
8. Identify, request, and control the inventory of repair parts.



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## Other

9. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
10. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
11. Comply with all district and campus routines and regulations.

## Supervisory Responsibilities:

None.

## Equipment Used:

Computer, printer, and small hand tools.

## Working Conditions:

### **Mental Demands/Physical Demands/Environmental Factors:**

Frequent districtwide travel; repetitive hand motions; prolonged use of computers; lifting of heavy equipment (50 lbs).

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

