

Communications and Technology Support Specialist

Purpose Statement

The job of Communications and Technology Support Specialist is done for the purpose/s of providing District communications channels from schools to the public; creating and maintaining current content for all District communications outlets; and providing first-level technology support in schools on a scheduled basis.

This job reports to Director of Technology

Essential Functions

- Communicates with building principals and Directors regarding events, information or updates pertaining to the building or department and updates District communications channels with information from locations, Directors and Central Office personnel for the purpose of assisting with information flow throughout the District.
- Coordinates technology support efforts with the District Technology Department for the purpose of maintaining department performance objectives.
- Prepares a variety of written materials (e.g. reports, memos, procedures, documentation, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides first-level technology support to all District locations on a scheduled basis for the purpose of systematically addressing the District's technology needs.
- Responds to inquiries from a variety of district personnel for the purpose of providing support, technical advice, and operational assistance.
- Visits each location on a scheduled basis to collect information regarding events, information or updates pertaining to the building, department or District for the purpose of facilitating District communication.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: .

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: .

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: .

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

FLSA Status

Not Rated

Approval Date

6/25/2018

Salary Grade

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