

Position Title: Information Systems Specialist (K-12)

Qualifications:

- A+ certification desired.
- 3-5 years experience in internal network systems desired.
- Bachelor of Science Degree in Computer Technology desired or Associate Degree in CIS and 5 years minimum experience is desired.
- Computer operational experience desired in the following, but not limited to: Microsoft Windows XP/Windows 7, Server 2008 Enterprise, Server2003, Linux distributions, Microsoft Exchange server, Cisco switches/firewalls/wireless controller, Cisco Unified Communications, Apple operating systems, ipads, kindles, and Microsoft Office.
- Ability to work as an integral part of the staff and administration
- Ability to articulate district technology advice and information to staff with an appealing approach.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Ability to lead and manage others effectively.
- Demonstrate a willingness to attend seminars and workshops for continuing education on the skills required to improve the technology program for the school district.

Immediate Supervisor: Works under the supervision of the building principals.

Position Function: Responsible for the management and supervision of all computer-related services and equipment in the school facilities. This includes but is not limited to:

- Overseeing a computer and software purchase and usage plan for staff,
- Managing, installing, and servicing classroom computers, associated hardware and software.
- By using Department of Public Instruction (DPI) personnel, establish and assist in implementing infusion and integration of computer technology as a teaching and learning tool in classrooms, offices and computer labs.
- Using the support and recommendations from the district's Computer Technology Support/Planning Committee, yearly evaluate the district's technology programs.

- Report in writing to the building principals and district administrator the inventory, condition, usage of computers, software and related technologies
- Keep record of all staff development opportunities.

Specific Duties:

1. Install software and hardware/servers as needed or requested in classrooms, labs, offices and work stations.
2. Develop and implement a plan for storage, service and disposal of unusable technology equipment and material.
3. Troubleshoot maintenance problems and repair of computers, printers, servers, and internal network systems.
4. Manage User Accounts in Active Directory, Google Apps for Education and other systems.
5. Maintain accurate inventories and condition of technology equipment.
6. Coordinate purchasing of computer technology hardware and software.
7. Maintain district servers (Windows 2003, 2008 Enterprise, VMWare, Exchange, CiscoUC).
8. Develop district technology policies with input and assistance from the administration.
9. Coordinate the preparation and timely submission of E-Rate forms, or any other computer-related grants.
10. Record and report technology usage infractions and/or technology equipment abuse or misuse.
11. Provide technical assistance to school personnel and adult education program staff personnel in technology usage.
12. Maintain a current district technology plan, submitting the plan to the Department of Public Instruction as required.
13. Maintain current site software license agreements and include cost in yearly budget.
14. Maintain technology maintenance agreements and include such cost in yearly budget.
15. Maintain the district's web page.
16. Schedule meetings as may be deemed necessary and chair the Technology Support Committee.
17. Arrange staff development opportunities in technology usage with the building principals.
18. Perform such other duties as may be assigned by the administration.
19. Provide technical assistance to school personnel related to the Wisconsin Student Locator System (WSLS) and Individual Student Enrollment System (ISES).

Employment Status: 12 months

Salary: Salaried position negotiated annually.

Evaluation: Performance on this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the building principals and district administrator.