SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

INFORMATION TECHNOLOGY ASSOCIATE

QUALIFICATIONS:

*(1)   High School Diploma or equivalent AND a minimum of (3) years appropriate computer experience.

*(2)   Associate of Arts or Associate of Science degree or higher with course work in Computer Science is preferred. For AA/AS or higher degree holders, appropriate computer experience is preferred but not required.

*(3)   Recommended but not required certifications: Microsoft Certified System Administrator and/or Cisco Certified Network Associate

*(4)   Reliable means of transportation and freedom to travel on a frequent basis.

*(5)   Such alternatives to the above requirements as deemed appropriate by the Superintendent and MIS/Technology Department

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and experience in the effective and efficient use of technology. Ability to effectively and efficiently work with others, either individually or in a group. Ability to develop concepts and ideas relating in oral and written form. Ability to stay current on all production operating systems, software applications, and hardware to keep up with the increased demands of Information Technology. Ability to escalate problems and issues to a higher level of support for the purpose of providing excellent end-user satisfaction.   Ability to demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

REPORTS TO:

Coordinator, Management Information Systems / Technology

JOB GOAL

To increase the operational efficiency of the District's technology program, and to help maintain an efficient, effective computer education system to facilitate the use of technology to improve student learning and instruction.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

INFORMATION TECHNOLOGY ASSOCIATE(Continued)

Service Delivery
1. Establish and maintain technology resources appropriate for classroom use.
2. Assist in planning, coordinating and implementing instructional technology applications consistent with established project objectives and activities.
3. Maintain catalogs and informational sources for all technologies, and closely monitor prices, vendors, and equipment to ensure the quality and value of the technology so that it meets the user's demands.
4. Provide the necessary support for network hardware and software, including installation, maintenance, troubleshooting, updates and expansion capabilities.
5. Provide the necessary support to maintain LAN, WLAN, and Internet connections.
6. Troubleshoot faulty technology and maintain operating technologies.
7. Respond to incoming calls from schools for repairs and services.
8. Provide on-site technical support for routine problems.
9. Perform simple routine repairs and installation of computer parts.
10. Analyze current systems software, proposed modifications, and new software for impact on installation problems, standards, and procedures.
11. Select new software or modifications that will enhance operating and development activities.
12. Install new systems and software.
13. Assume responsibility for technology equipment purchasing and maintenance, and order needed parts for local installations in cooperation with the Coordinator, MIS/ Technology.
14. Maintain an inventory of computer equipment and catalog of software in the District.
15. Secure and maintain a list of vendors who can provide technical assistance and equipment repairs when needed.
16. Check computer for upgrade capabilities and make modifications when possible.
17. Provide appropriate software in-service.

Inter/Intra-Agency Communication and Delivery
18. Cooperate with NEFEC in the total effort to bring about quality education for students through the use of instructional technology.
19. Attend required local, state and other meeting/workshops/conferences for the purpose of sharing and collecting information gained with the MIS/Technology department
20. Use effective communications strategies to interact with a variety of audiences.
21. Respond to inquiries and concerns in a timely manner.
22. Keep Coordinator of MIS/Technology informed of potential problems or unusual events.

Professional Growth and Improvement.
23. Set high standards and expectations for self and others.
24. Keep abreast of trends and best practices related to technology in education.
25. Develop annual goals and objectives consistent with and in support of the MIS/Technology department goals and areas of focus.

Systemic Functions
26. Support the efforts, activities, and duties of the MIS/Technology department.
27. Provide consultation to school/departments which indicate a need, interest or desire to implement technology related hardware and software.
28. Assist, as needed, in the evaluation of products and vendors. Communicate such evaluation to instructional leaders and appropriate District personnel.
29. Prepare all required reports and maintain appropriate records.
30. Consistently represents MIS/Technology department and SBLC in a positive and professional manner.

INFORMATION TECHNOLOGY ASSOCIATE(Continued)
31. Adequately plan all program and organizational functions within reasonable timeframes.

Leadership and Strategic Orientation
32. Assist in implementing the MIS/Technology goals and areas of focus.
33. Collaborate with colleagues and contribute to the planning and operation of MIS/Technology.
34. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
35. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
36. Perform other tasks consistent with the goals and objectives of this position.

Worksite Service Standards
37. Exhibit a positive work ethic.
38. Foster and develop a professional image.
39. Provide collaboration and affirmative networking.
40. Provide systemic and systematic preparation for function delivery.
41. Exhibit interpersonal interaction.
42. Exhibit teamsmanship.
43. Exhibit communication skills.
44. Translate organizational purpose into observable behavior.

Assessment and Other Services
45. The use of the adopted performance appraisal systems for employees.
46. The accurate and timely filing of all applicable reports.
47. The completion of professional development activities as appropriate.
48. Ability to work in a constant state of alertness and safe manner.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approval Date: June 14, 2016
Index: 0.7103
DOE Job Title Code 82034

Revised Board Approval 04/11/2017