

PERRY LOCAL SCHOOLS

NOTICE TO EMPLOYEES OF A POSITION WHICH IS OPEN

EXTERNAL POSTING

CLASSIFICATION	LOCATION	REPORT TO	START DATE
Computer Specialist (Repair & Support) 194 day contract, 6.5 hours per day	Lohr	Building Principal/ Director of Continuous Improvement	August 14, 2018

- Minimum Qualifications:**
- Associate degree or equivalent training/work experience in a computer-related field that meets district requirements. Understands technology applications in an academic environment.
 - Ability to communicate technical information and work with a wide range of staff interest/skill levels.
 - Ability to troubleshoot, repair and maintain state of the art operating systems.
 - Additional vendor certifications may be required as deemed essential at the time of hire.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Maintains a record free of criminal violations that would prohibit public school employment.

NOTE: Successful completion of annual continuing education/on-line training is required.

Essential Functions:

- 1. Uses technical and manual skill to install, configure and maintain technology resources (i.e., hardware, software, networks, etc.).**
- Promotes the proper use/care of technology resources. Responds promptly to end-user requests for help with equipment. Troubleshoots equipment, connections, software, switches, etc. Replaces defective components and installs enhancements.
 - Upholds user policies/privileges.
 - Provides technical support to help students/staff use computers, software programs, printers and other peripherals effectively. Maintains information sheets, user guides and reference manuals.
 - Provides application specific support (e.g., databases, file retrieval/recovery, mailing lists, password modifications, spreadsheets, system backup procedures, word processing, etc.).
 - Helps resolve problems associated with administrative services, distance learning activities, internet access, IP communication equipment, security systems, etc.
 - Resolves connectivity and internal technical problems. Avoids disrupting building activities except during emergencies.
 - Maintains social media for individual assigned building.
 - Works with supervisors to help staff improve proficiency with technology resources. Assists with in-service programs. Helps teachers to explore adaptations that will enhance classroom activities.
 - Picks-up and delivers equipment/supplies as directed.
 - Inspects, tests and installs new equipment/software. Prepares support documentation (e.g., date installed, location, upgrades, etc.).
 - Maintains and updates district equipment as needed for staff/student use.
 - Co-teacher for technology integration classes, in the classroom and computer lab (general education teacher is the teacher of record and must be in the classroom when instruction is taking place).
 - Protects district property. Implements procedures to prevent the loss of supplies/equipment.

Applicants may apply on line at <https://www.applitrack.com/perrylocal/onlineapp/>

DATE OF NOTICE: July 3, 2018

FILING DEADLINE: July 11, 2018