

PRESTON COUNTY SCHOOLS

Re-posted

731 Preston Drive, Kingwood, West Virginia 26537

304-329-0580 FAX 304-329-0720

Notice of Vacancy for 1 year only

2010-2011 School Term

Re-posted/Correction to employment term

Posting Date:	November 9, 2010	Closing Date:	November 15, 2010
Title:	Technology Systems Specialist	Location:	Kingwood Elem 60% Central Preston 40%
Salary:	Based upon degree/experience	Budget Source:	TSS Grant-1 year only

Employment Term: Upon approval to September 30, 2011

Supervisor: School Principal and County Central Office Technology Supervisor

To apply: Submit a bid sheet, resume, transcripts and a copy of certification to personnel office by 4:00 pm on the closing date via mail or fax.

JOB DESCRIPTION:

A person assigned to support and maintain local area networks, servers, computer workstations, or other computer related systems or technologies.

MINIMUM QUALIFICATIONS:

Eligible for Initial Temporary Authorization for Technology Systems Specialist, as defined in State Board Policy 5202.

CERTIFICATION/RENEWAL

1. Hold a minimum of an associate's degree from an accredited institution of higher education, as defined in § 126-136-4.5.
2. Possess at minimum two valid Basic Level Technology Certifications or one valid Advanced Level Certification as approved by the WVDE.
3. Receive the recommendation of the county superintendent.
4. Completion of at least 15 clock hours annually of in-service credit offered or approved by the WVDE.

DUTIES and RESPONSIBILITIES:

- Works with the principal and school leadership team to provide access to technology resources and services.
- Responsible for the documentation, inventory, installation, configuration, service maintenance, repairs, modifications, and upgrades on local area networks (LANs), computers, workstations, peripherals, electronic whiteboards, data projectors, operating systems, software and other technology related components.
- Contacts appropriate resources (county, RESA, State Contract Vendors, warranty providers, etc.) for additional assistance.
- Assist in the process to determine and implement security policies and procedures.
- Plan, test, and deploy networking products, software, and migrations.
- Manage users, permissions, and security settings.
- Configure and manage anti-virus and risk management applications.
- Install and configure network versions of software.
- Plan, implement, manage, and provide routing maintenance to all computers.
- Research any misuse and abuse of computer, network, or Internet privileges.

- Performs data back-up and recovery procedures.
- Assists with training teachers in equipment operations.
- Maintains logs of equipment and software problems.
- Provides technical expertise, guidance, and informal training to teachers and students using hardware and software programs.
- Performs related duties as required.

KNOWLEDGE, SKILLS, and ABILITIES:

- Possesses knowledge of hardware and technical software operations for local area networks, servers and operating system software, computer workstations, peripherals, and related educational technologies.
- Demonstrates ability to operate technology equipment and use standard software programs such as word processor, presentation software, and spreadsheets.
- Knowledge of basic hardware and software equipment.
- Ability to maintain accurate detailed records.
- Knowledge of backup and recovery procedures.
- Ability to understand technical manuals and apply the methods to correct personal computer or LAN/WAN operational problems.
- Ability to analyze test data and results.
- Demonstrates skills in effective communication.
- Demonstrates strong interpersonal skills.
- Ability to establish and maintain effective working relationship with other employees.
- Possesses organizational skills.
- Communicates effectively with all levels of technology user.

Equal Employment Opportunity:

As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its education programs and activities. Inquires may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood, WV 26537 Phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights.