

Laramie County School District #2
Fall 2005

Title: Technology Specialist

Qualifications:

1. Appropriate network training/certification and experience.
2. High School diploma.

**Terms of
Employment:**

1. 240 days
2. Specialist Salary Schedule
3. Designated by notice of assignment.

Reports to: District Technology Coordinator

**Essential
Functions:**

Hardware and Software Management

1. Administer Local Area Networks including user and e-mail accounts. Some after-hours work may be necessary.
2. Manage and monitor Internet access and use.
3. Maintain network infrastructures and back-up servers.
4. Establish virus protection.
5. Supervise data file storage.
6. Install, manage, configure, and facilitate software use.
7. Maintain software and hardware inventory lists.
8. Install, configure, troubleshoot and repair computers.

Staff and Student Services

9. Assist teachers in integrating technology into the classroom.
10. Instruct users in the use of networks, hardware, and software where applicable.
11. Serve as consultant to administrators, staff, and Building and District Technology Committees.

Miscellaneous

12. Serve on the District Technology Team, assisting other members of the team as needed.
13. Attend professional growth meetings and training as necessary.
14. Participate in the design and maintenance of the district's web site.
15. Assist with the scheduling of the district's WEN Video rooms and provide training on their use as necessary.