



CONCHO SCHOOL DISTRICT #6

JOB DESCRIPTION

Job Title: **SYSTEMS SPECIALIST**

FLSA: Exempt

TITLE: Systems Specialist

GENERAL FUNCTION:

- Provide support for hardware and software for all technology, telephony, and security for a small rural school district using Windows OS and multiple other software programs.
- Serve as a key contributor to strategic planning efforts in the area of expertise.
- Oversee special technology projects as assigned by the Administrator.

QUALIFICATIONS:

- Team player, analytical thinker, multi-tasking, follow through and interpersonal skills
- Ability to resolve problems with a high degree of patience and problem resolution technique
- Network administration of multiple servers across WAN
- Knowledge of Microsoft operating systems and applications
- Maintain backups for district systems
- Data cabling and phone systems
- Maintain network peripherals (routers, printers, etc.)
- Maintain security and integrity of the network
- Ability to learn and support the staff with use of district technology
- Ability to train and assist staff and students to use hardware and software efficiently
- Ability to physically lift desktop PC's, peripherals, servers, and network equipment up to 50lbs.
- Ability to obtain IVP Fingerprint Clearance Card
- Minimum 3 years experience in desktop support in a Windows environment, required; 5 years preferred.

PERFORMANCE RESPONSIBILITIES:

- Responsible to keep track of ERate information and work with Business Office to prepare Request for Proposals/Qualification/Quotes for all technology purchases
- Installs, configures and maintains district's computer network
- Routinely installs, configures, and maintains network hardware (servers, routers, etc.)
- Troubleshoots server hardware and software issues
- Installs and updates software
- Designs, up-dates and maintains web site
- Provides training to district staff on hardware and software applications
- Maintains and documents servers and repair issues using Help Desk software
- Performs routine network connections, support and trouble-shooting
- Supports user account information including rights, security and systems groups
- Communicates with vendors on networking projects and issues
- Facilitates and maintains all aspects of E-rate
- Personnel Training- new user initiation- PC/VOIP user help
- Digital Imaging assistance/Video editing for movies and yearbook
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- Provides input for improving systems, procedures and communication
- Complies with local, state, and federal rules and regulations
- Other duties as assigned by the Administrator.

REPORTS TO:

District Administrator

TERMS OF EMPLOYMENT:

12 months / full time salary Employee benefits in accordance with district policies.

EVALUATION:

Performance of this position will be evaluated in accordance with the Governing Boards' policy on evaluation of professional personnel.

CLASSIFICATION:

Professional/Managerial Staff



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I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: _____ Date: _____

Employee Signature: _____ Date: _____