Job Title:	Administrative Technology Specialist - Utah Online
Department:	Online Schools Director and Technology Department
Reports To:	Online Schools Director and IS Coordinator
FLSA Status:	Exempt
Salary Schedule:	EC lane 03

SUMMARY

The Administrative Technology Specialist will install, maintain, create, and provide training and support for Utah Online by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Designs, tests, modifies, and installs technology hardware to work in a wireless networking environment for comparably with network switches and other equipment as specified by program requirements.

Consults with users (students, parents, administrators, and education professionals), using systems analysis techniques and procedures, to determine hardware, software or system functional specifications to configure, maintain, and provide primary support and maintenance of Utah Online's technology systems, such as Genius, Canvas, Edgenuity, Edmentum, Rosetta Stone, CodeHS, Tynker, MobyMax, Lexia, Reflex, Consonus, Reading Eggs, Mathseeds, and Google Workspace. Applies and creates standards-based data access connectivity between systems for integration of data and information.

Writes software to automate and increase the effectiveness of Utah Online procedures and processes.

Designs, documents, tests, and modifies computer programs using SQL queries and coding knowledge to modify and maintain Utah Online's SIS systems.

Develops software, scripts, websites, and databases as needed.

Troubleshoots and installs operating systems to include: Windows OS, Windows Servers, Mac OS, and Linux Systems.

Assists in maintaining inventory of Utah Online technology equipment. Conducts routine audits of equipment.

Maintains Utah Online computer lab hardware and software. Documents equipment configurations and installation details.

Instructs Utah Online employees on basic use of software tools like Microsoft Office, PowerSchool, Gmail, and other technology systems or equipment.

Plans, executes, and manages the integration of new applications into existing Utah Online systems and software.

Ensures that integration projects meet business requirements and goals, fulfills end-user requirements,

and identifies and resolves systems issues.

Researches and makes recommendations on integration products and services in support of procurement and development efforts.

Collaborates with analysts, designers, and system owners in the testing of newly-integrated software programs and applications.

Coordinates with software developers and engineers to address issues in program logic and the interoperability of new applications with existing systems software.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Candidates must demonstrate an understanding of general technology principles and concepts, Internet standards and protocols, WAN and LAN topologies, 802.11a/b/g/n, Bluetooth, DNS, and network security standards.

Candidates additionally must demonstrate an understanding of desktop operating systems (Windows OS, Mac OS) and Windows Server operating systems.

Candidates must demonstrate the ability to train and communicate technology concepts to district personnel and teachers.

Must have a technical understanding of software, web site, HTML, and database development.

Must maintain a high level of confidentiality and discretion.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION and/or EXPERIENCE
Bachelor's Degree in related field of study and 1 year related work experience or the equivalent combination of significant college education and related work experience.

CERTIFICATES, LICENSES, REGISTRATIONS
Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

Prepared By: **Online Schools Director**			Date: **08/24/2022**
Approved By: **Executive Director, Human Resources**			Date: **08/24/2022**
☐ Reviewed	☑ Revised	By: **Director of Technology Operations & Security**	Date: **04/11/2025**
☐ Reviewed	☐ Revised	By:	Date:

<u>**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**</u>

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	