



Job Title: Technology & Media Specialist
Department: Millcreek High
Reports To: School Principal
(and indirectly reports to the WCSD Technology & Media Department Leadership Team)
FLSA Status: Non Exempt
Salary Schedule: MN lane 08

SUMMARY The Technology & Media Specialist provides onsite support at Millcreek High School, Southwest Behavior, and Detention Center. The Specialist works with the administration to develop and administer training for computer based technologies being used by school staff including teachers, administrators, counseling, and office staff.

The Technology & Media Specialist works with the school staff to design, implement, troubleshoot, and analyze school wide technology and is responsible for training staff on maintenance and support of all technology within a location. This includes networking, hardware, and software. The Specialist is responsible to help in the installation of networks, network servers, computers and software. The Specialist will advise school administration and school technology representatives on best solutions. The Specialist will also troubleshoot and solve technology problems within the school.

The Technology & Media Specialist oversees the school Media Center, provides educational resources to students within the school and maintains Library compliance with WCSD policy and state and federal Laws.

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.*

Prepares and offers instruction for technology staff members where instructional needs are identified.

Offers instruction to school employees in software and hardware being introduced to schools.

Ensures that all computers and related equipment within the school is in good working order. Items include computers, projectors, chromebooks, classroom labs and sound systems.

Assists school technology representatives in setting up labs and other equipment in the schools. Maintains and helps troubleshoot servers, computers, and other technology. Helps with installation and maintenance of local area networks.

Troubleshoots operating systems including Windows, Mac OS, iOS, Chrome, and Linux Systems. Installs a variety of system and operational programs.

Provides Internet connectivity where appropriate.

Installs and troubleshoots hardware.

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

Assists in configuring and maintaining email, websites, and databases.

Maintains network stability.

Trains and troubleshoots with Fog imaging.

Helps in the setup and management of Apple devices.

Prepares and maintains documentation identifying support provided, training, system configurations, inventory and other documentation as required.

Attends and participates in district level technology training, collaboration and meetings.

Drop off and pick up equipment to and from the WCSD technology repair shop as needed.

Assists in purchasing and rotating equipment and assists in technology inventory management.

Supervises the school Media Center and regulates activity there including in the Wellness Room.

Help students access powerschool, canvas, and online resources (aleks).

Helps to distribute and manage parent/student surveys.

Maintains order in the Media Center regarding books, inventory, items, etc. Works with the media staff.

Oversees an area to hold students during disciplinary action or ISS.

Creates and maintains an attractive environment in the Media Center, which is conducive to positive learning. Establishes Media Center rules and operating procedures after receiving input from the principal and teachers.

Evaluates, selects, and orders materials and media equipment in cooperation with faculty, students, parents and administrators.

Be part of the instructional team by providing services and materials to teachers on an individual basis for the express purpose of helping them improve the quality of instructional presentations. It is suggested that the Specialist meet periodically in teacher departmental meetings to give teachers ideas on how the media center can assist them. Media used should relate to the District curriculum.

Assists students and teachers in locating media that is relevant to the instructional program and suited to student needs and abilities.

Maintains a position as school testing coordinator. Conducts an in-school testing center as well as maintains the duties of a school testing coordinator that would conduct all state and end-of-level testing.

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.*

Technical understanding and experience with LAN, WAN, and Wireless technology including operating systems, security, internet connectivity, protocols, IP addressing, topologies, wiring specifications and peripherals.

Technical understanding and experience with operating systems including Windows, Mac OS, IOS, Chrome and Linux.

Familiarity with a broad spectrum of commercial productivity software to include word processing, spreadsheets, database and desktop publishing.

Skill with computer and network diagnostic utilities and problem analysis.

Ability and experience in maintaining, repairing and troubleshooting PC/Mac computers and peripheral devices.

Technical understanding of software, website, and database development. Maintain a high level of confidentiality and discretion.

Demonstrated ability to organize and work effectively with other people.

Demonstrated ability to set and meet timelines.

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 apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in computer information technology or other related field and at least 3 years' of experience in a field of technology or equivalent combination of both significant education and related 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, use fingers and hands to handle, talk, and hear. The employee frequently is required to stand, walk, and reach with hands and arms. 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 occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Prepared By: Director of Technology Operations & Security			Date: 05/04/2023
Approved By: Assistant Director, Human Resources			Date: 05/18/2023
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

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:	