

Job Title: Technology Cone Site Support & Installation Specialist
Department: Technology Department
Reports To: Technology Support Coordinator
FLSA Status: Non Exempt
Salary Schedule: MN lane 07



SUMMARY

The Technology Cone Site Support and Installation Specialist develops good working relationships with technology specialists and school administrators in order to provide technology support throughout the district. The specialist's primary duties are to install, troubleshoot and repair classroom based instructional and supportive technology in the district. Additionally the specialist will provide support to cone site technology specialists in fulfilling their duties at each of their respective cone site assignments. The specialist will also advise school administrators on best practice solutions determined by the technology department.

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.*

Installs and troubleshoots classrooms based technology such as digital video projectors, TVs, other audio/video management systems, interactive whiteboards, document cameras, classroom audio amplification systems and other classroom technologies.

Provides support for district level software to include PowerSchool, Unified Classroom, Adobe CC, Microsoft Office, Impero, pGina, Google GSuite, Pitsco, Online Testing, interactive whiteboard and projector software, and other software as required.

Installs computers and other technology equipment as needed. Ensures that computer and technology equipment is in good working order.

Troubleshoots computer equipment, drops off and picks up equipment at the district technology repair shop.

Assists school technology representatives in setting up labs and other equipment in the schools.

Maintains and troubleshoots school servers and workstations.

Troubleshoots operating systems to include Windows Operating Systems, Mac OS, and Linux Systems.

Coordinates with the Network and Security Team to install unmanaged network switches when needed.

Replaces wiring and adds additional wiring. Installs wiring jacks, wire molding, and wall mount boxes. Properly hangs and labels all wiring, jacks, and patch cables.

Tests newly installed wiring, switches, and routers to ensure all equipment works.

Assists in configuring and maintaining DHCP and other local area network servers and services and maintains network stability.

Provides aid in developing detailed specifications for computer equipment to be purchased.

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

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

Works with cone site techs and school administration to plan system upgrades and rotation schedules for hardware and software.

Utilizes general knowledge of electrical and other codes that apply, along with OSHA and safety codes.

Completes tickets with little to no supervision.

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.*

Must be able to use electronic test equipment for wiring. Must understand and be able to set up sound and video systems in classrooms including the installation of projectors, speakers, amplifiers, and switching devices.

Must be able to use various technology diagnostic tools, electric meters, hammer drills, powered impact drivers and other trade tools while on ladders to troubleshoot, install and repair equipment.

Demonstrated ability to organize and work effectively with other people. 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 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. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

High school diploma or GED and a minimum of two years of related experience or an equivalent combination of both education and related experience is required.

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 and talk or hear. The employee frequently is required to stand and walk, use fingers and hands to handle, 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 the 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: Technology & Media Director II			Date: 03/30/2006
Approved By: Executive Director, Human Resources			Date: 04/18/2006
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Technology & Media Director II	Date: 07/01/2015
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 09/29/2015
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Technology & Media Director II	Date: 06/07/2018
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Technology & Media Director	Date: 12/15/2021
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Director of Technology Operations & Security	Date: 05/29/2024
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Director of Technology Operations & Security	Date: 04/11/2025

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:	