

**USD #350 - St. John/Hudson
DISTRICT TECHNOLOGY SUPPORT SPECIALIST**

QUALIFICATIONS: As set by Kansas Statue, State Board of Education, and USD 350 Board of Education.

REPORTS TO: Superintendent

JOB GOAL: The Technology Support Specialist provides building-level technology support in an educational setting. This role requires a strong technical foundation, excellent problem-solving skills, and a commitment to enhancing educational technology.

KEY RESPONSIBILITIES:

Hardware and Software Support:

- Maintain, repair, and troubleshoot computer hardware and peripherals
- Install, configure, and upgrade software applications
- Provide technical support to staff and students

Inventory Management:

- Maintain accurate inventory records of technology assets

Project Management:

- Participate in technology projects, such as network upgrades or software deployments
- Ability to make and meet deadlines

Crisis Response:

- Respond promptly to technology emergencies and provide timely solutions

DESIRED SKILLS AND QUALIFICATIONS:

- Strong knowledge of computer hardware and software, including Windows, iOS, and Chrome operating systems and devices
- Experience with Google Workspace for Education applications
- Experience using a helpdesk ticketing system
- Excellent problem-solving and troubleshooting abilities
- Effective communication and interpersonal skills
- Ability to work independently and as part of a team
- Commitment to implement the vision and mission of the district
- Flexibility to work outside of standard business hours as needed
- Valid driver's license

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Occasionally requires physical exertion (manually move, lift, carry, pull, or push heavy objects or materials).
2. Occasional stooping, bending, and reaching.
3. May require prolonged sitting, standing, and use of equipment, including repetitive motions and computer eye fatigue.
4. Must occasionally work in noisy, crowded, fast-paced, and intense environments with numerous interruptions.
5. Must be able to work independently.

Term of Employment: **Noncertified: according to the classified staff work agreement
Exempt position
Starting pay: \$16-20/hour, based on experience**

Evaluation: Performance evaluated in accordance with provisions of Kansas Statutes and USD 350 Board of Education Policy.