Technology End User Specialist and Systems Data Manager
Job Description

Purpose: The Technology End User Specialist and Systems Data Manager assists in the area of computer technology. This position provides hardware and software support to classified and certified district staff.   To accomplish these tasks, the Technology End User Specialist and Systems Data Manager must work closely with the technology department, district staff and administration of USD 434.

Responsible to: Technology Coordinator
Duty Year: A twelve-month assignment
Payment rate: $XX.00 - $ per hour according to experience
Qualifications:

- High School Diploma or equivalent
- Post-secondary formal training leading to a degree, the completion of a degree program or equivalent experience in the area of computer productivity suites
  - Good computer operating system skills
- Adept with using Chrome, Macintosh and Windows equipement
- Thorough knowledge with Google Chrome, Macintosh and Windows operating systems
- Proficient with Microsoft Office Suite, Google Office Suite, and using Windows 10 to support district-wide administrative functions
- Strong communication skills (written and oral)
- Excellent organizational skills
- Self-motivated
- Experience with emerging technologies
- Experience with database application entry and maintenance
- Basic knowledge with hardware repair; Chrome, Macintosh and Windows

General Responsibilities:

1. Provide daily technology support to buildings; troubleshoot computer hardware, software, and peripherals issues
2. Maintain and repair all district desktops, laptops, and Chromebooks, iPads, printers, and other miscellaneous micro-computing equipment)
3. Access and maintain Powerschool or district SIS
4. District Powerschool Systems Administrator
5. Manage database for district approved curriculum based applications
6. Coordinate district alert program
7. Develop and maintain district web-page
8. Assist with technology department special projects including applying images and configuring computers
9. Install special applications as necessary
10. Assist with resolving Tech Request tickets
11. Contribute to the Technology knowledge base
12. Support buildings with staff development activities, as necessary
13. Support and assist with telephone system
14. Communicate with outside vendors, and support for solution
15. Keep abreast of new information, innovative ideas and techniques
16. Other duties as assigned by the Technology Coordinator
17. Maintain a high standard of safety, cleanliness, and efficiency in all technology maintenance and repair projects
18. Adheres to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan
19. Supports and implements the mission of Santa Fe Trail USD 434

Physical Requirements/Environmental Conditions:
- Prolonged sitting or standing
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials
- Requires stooping, kneeling, crawling, bending, turning, and reaching
- Independent travel from location to location
- Must work in noisy and crowded environments
- Must work in and around dust, fumes, etc.