

JOB DESCRIPTION

TITLE: **Technology Support**

QUALIFICATION REQUIREMENTS:

1. Associate degree in computer science or job experience equivalent.
2. Apple certification required within one year of employment.
3. A working knowledge of computers, networking and data processing principles.
4. Must have a working knowledge of Google and Microsoft Office Programs.
5. Computer literacy in desktop publishing, database/datafile set-up and maintenance experience required
6. Must learn and utilize the Student Information System (SIS) including CSIU, In-house Database Systems
7. Ability to execute the daily routine of multi-tasking
8. Maintain confidentiality
9. Such alternatives to the above qualifications as the Superintendent may find appropriate and necessary

Job Goal:

1. To provide technology support to the staff and students.
2. To maintain the highest possible level of confidentiality in the handling of office details

Essential Duties and Responsibilities:

1. Serve as the Student Information System Administrator
 - a. Establish staff login account and permissions for all Student Information System Applications
2. Manage and coordinate district's Student Information System (SIS), ensuring confidentiality of student records and accuracy of data, staff login accounts and permissions for all Student Information System (CSIU) Applications,
3. Prepare and timely complete various state and federal reporting for the Office of Technology (e.g. – PATI (PA Technology Inventory)
4. Complete E-Rate Funding; compile, submit and maintain records.
5. Set up computer accounts in the Active Directory for students and staff.
6. Provide all students with Google, Apple and CSIU accounts.
7. Provide parents with CSIU parent portal accounts.
8. Assist with Help Desk tickets.
9. Upload and maintain student and teacher data for all computer assisted programs and integrated learning systems (NWEA, CDT, PSSA, Keystone, Apple, Google etc.).
10. Maintain inventory such as toners and staples for all copiers and printers. Submit repair tickets as necessary.
11. Setup and troubleshoot staff and student iPads.
12. Gather data and submit PA-EBT files, as required.
13. Upload student files into PrimeroEdge and code directly certified students in CSIU.
14. Manage school messenger for staff contact information and troubleshoot issues.

15. Provide database support for school pictures.
 - a. Import student photos into the SIS
 - b. Provide photographers with staff and student data for picture days.
16. Serve as the system administrator for digital curriculum, including but not limited to importing students, managing rosters, assigning content, troubleshooting, etc. (Current suppliers include McGraw Hill, RocketMath, Seesaw, Reading Counts, Savaas, Zander Bloser, IXL, Benchmark Advance, Discovery Ed.)
17. All other duties as assigned.

IMMEDIATE SUPERVISOR: Technology Supervisor

REPORTS TO: Director of Technology and Technology Supervisor

TERMS OF EMPLOYMENT: Full Time, 12 months
Salary and work year to be determined by contract.

Revised 4/5/2019, 10/23/2021, 3/27/23