



**Steve Sallee**  
Superintendent

**SOUTHLAND SCHOOL DISTRICT #500**  
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**Title:** Technology Specialist

**Reports to:** Building Principals & Consortium Technology Director

**Job Goals:** Working under the direction of the Consortium Technology Director and the Building Principals, the technology specialist will provide technology support services that include:

**Job Performance:**

1. **District Assessment Coordinator (DAC)** – schedule, order, set-up, supervise and any other aspect of testing that may occur with NWEA and MCA testing.
2. **Computer Hardware and Software Installation** – The technology specialist will be responsible for installation of workstations through each building. The technology specialist will load the appropriate software and printers to each machine before placing the computer in the workspace. The technology specialist will then test the workstation once it is placed to verify that it can use all appropriate network resources and print.
3. **JMC** - The technology specialist will be responsible for setting up JMC IP Grade book for each teacher in his/her district and being the main point of contact for all teacher related trouble calls with JMC. Also support for lunch program. The technology specialist will also be the main point of contact for district office questions from district staff.
4. **Software Updates** – The technology specialist will be responsible to keep up with all security software updates on all district workstations. This software includes but is not limited to Java, Adobe Acrobat Reader, SMART Notebook, Microsoft Windows, Antivirus definitions, and Apple QuickTime.
5. **Computer Hardware Repair** – When computer hardware fails, it will be the technology specialist's job to diagnose and fix computer hardware. If the technology specialist is unable to repair the computer or peripheral, the technology specialist will bring the problem to the IT Director.
6. **IT Director & Technology Specialist Collaboration** – The technology specialist will formally meet once per month to discuss any issues that pertain to building technology.

7. **Staff Development** – It will be the technology specialists responsibly to carryout staff development in his/her district according to the desire of their building administrator’s needs.

8. **1:1 Initiatives** – More and more schools are moving toward a one student to one computer electronic device initiative. It will be the technology specialist’s responsibility to administer any possible devices on the network including 1:1 student devices.

9. **Computer Labs & Student Computers** – The technology specialist will make sure that all student computers and computer labs have adequate software installed and are fully functional at all times. If the technology specialist has a problem with any system he/she can escalate a ticket to the IT director for assistance.

10. **Software Solutions** – Teachers and administrators will occasionally ask for additional software for their classrooms. The technology specialist will make an effort to find appropriate software to meet his/her needs. Open Source software should be used whenever possible and before an expenditure takes place the technology specialist will request approval from the IT director before the final purchase is made to verify the software can’t be found at a different district or purchased at a lesser cost from a different vendor.

11. **Teacher/Staff/Student Support** – The support offered to staff and students includes but is not limited to the following services:

- Troubleshooting the personal computer
- Microsoft Outlook Support
- JMC IP Grade book Support
- Microsoft Word Support
- Microsoft Excel Support
- Microsoft PowerPoint Support
- File Conversion
- Scanning
- Printer/copier Setup and support
- File Backup Support
- Audio Peripheral Support
- Projector and other Video Support
- Study Island Support
- Adobe Photoshop Support
- Adobe Illustrator Support
- Adobe InDesign Support
- CD/DVD burning capability support
- File Sharing
- Time Clock Plus support
- Lexia Installation and Error Support
- Read Naturally Installation and Error Support
- SMART board Support
- Adobe Acrobat Support
- Accelerated Reader Support
- Star Reading Support

**12. Assist with the supervision, management and coordination of media center services.**

**13. ITV support.**

**14. Technology Integration** – Approximately three to four hours of every work day should be dedicated to technology integration into the school or school classrooms. The technology specialist will briefly document this work and discuss integration strategies with the IT director at monthly meetings. These activities include but are not limited to:

- High School Cube Events
- NASA and other ITV events
- research on recommendations to staff on iPad
- research of any discipline specific software or website that could be suggested to a teacher
- Assistance of creation and updates to LMS websites such as Schoology to incorporate electronic quizzing, polling, testing, and electronic communication between staff and students.
- Converting of any standard document to a PDF or EPub document to be used on 1:1 devices as requested by administration or teaching staff
- The technology specialist will provide any assistance necessary to the Technology Integration Specialist.
- Website Design and updates to the school website and Facebook
- Preparation and delivery of school specific and consortium training
- Research and recommendation of CK-12 and other electronic curriculum

**15. Assist with student supervision as assigned.**

**16. This list is not intended to be all inclusive. The technology specialist will be expected to assist with other duties as assigned.**

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