



SOMERS PUBLIC SCHOOLS

Job Description Technology Support Specialist - System Services

TITLE: Technology Support Specialist - System Services

SUMMARY: The Technology Support Specialist - System Services is a non-certified, 12-month position that serves the entire district.

The primary function of this position is to assist in supporting all technology used within the district. This includes, but is not limited to, MacBooks, iMacs, iPads, ChromeBooks, Windows PCs, printers, and various software (especially Google Apps).

To successfully meet this job requirement, the Technology Support Specialist must research, evaluate, document, and deploy appropriate technologies. The position also requires experience and knowledge of the district's student information system and data while maintaining up-to-date knowledge of the applications and policies. Other responsibilities for this position include maintaining hardware, overseeing software upgrades, and training staff.

The Director of Technology and Information Services may also assign other duties.

This position requires an individual who is reliable, punctual, self-reliant, and motivated to learn different technologies while contributing to create a positive working environment.

REPORTS TO: Director of Technology and Information Systems

REQUIRED QUALIFICATIONS AND COMPE

The Technology Support Specialist - Systems Servic.....

- A. Experience with Apple Equipment and Software is a MUST
- B. Effective oral and written communication skills
- C. Ability to maintain, upgrade, and repair Apple equipment
- D. Ability to troubleshoot and repair hardware
- E. Experience with PowerSchool and other data related platforms
- F. Experience with MDM (JAMF), CLEVER, Adobe
- G. Must be able to lift and carry 40 lbs
- H. General technology knowledge and eagerness to learn about new technologies

Vision: The Somers Public Schools strives to be an exceptional and innovative educational community.

Mission: Prepare each student to contribute and succeed in an ever-changing global society.

WAGES & BENEFITS: \$58,000-68,000

LENGTH OF WORK YEAR: Twelve months

Revised 1/2024

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