

POSTING

September 29, 2020

Carbondale Area School District is seeking applicants for the following position:

TECHNOLOGY SUPPORT SPECIALIST

JOB GOAL:

To provide technology support, computer deployment, network installation, creation of network accounts, assist with training, integration, and purchasing; as well as to participate in activities designed to further District and building goals and objectives related to Technology.

QUALIFICATIONS:

- Preferred post-secondary education with course work in computer science, information systems, or another technology-related field.
- Demonstrates knowledge of multi-platform computer operating systems in a networking environment.
- Demonstrates decision making and problem-solving skills from a technical work environment.
- One to three years of successful experience in a technology field.
- Ability to sit and stand for extended periods of time.
- Ability to lift and move at least 75 pounds.
- Compliance with Employment Eligibility, Criminal History Record, Child Abuse History Record, FBI Clearance, Act 24, Act 126, Act 168 clearances and Physical Examination/TB Test Standards.

TERMS OF EMPLOYMENT:

- 260 day work calendar
- \$43,661 with Single Benefits

ESSENTIAL JOB FUNCTIONS:

- Installing hardware and software systems
- Maintaining or repairing equipment
- Troubleshooting a variety of computer issues
- Setting up computer security measures
- Configuring computer networks
- Technical Support
- Communicated clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff.

- Supports repair and maintenance schedules in accordance with manufacturer recommendations, warranties, licenses agreements, etc., and maintains records of transactions and agreements.
- Evaluates technical requirements for hardware and software purchases and make appropriate recommendations to meet district needs.
- Assists the Director of Technology with planning and organization
- Assists the Director of Technology in identifying obsolete hardware, evaluating its condition, location, and usefulness in conjunction with the development of an annual budget.
- Works the necessary hours inherent to the position.
- Remains abreast of current technology trends and is attuned to the latest technology demands of our district.
- Works cooperatively with supervisor, building administrators, and staff.
- Projects positive image when dealing with the staff, students, and the public.
- Performs such other tasks and assumes such other responsibilities as may be assigned by the supervisor.

Interested candidates may submit a letter of interest, resume, and all required clearances to Mrs. Holly W. Sayre, Superintendent of Schools, 101 Brooklyn Street, Carbondale, PA 18407. Applications will be accepted until the position is filled.