



Santiam Canyon School District 129J

150 SW Evergreen St.
Post Office Box 197
Mill City, Oregon 97360
Office (503) 897-2321
Secretary

Todd Miller, Superintendent
Jackie Olsen, Business Manager
Alexis Winn, Payroll
Nichole Cooper, AP & Administrative

NOTICE OF VACANCY 2015- 2016 SCHOOL YEAR

OPEN: April 16, 2015

POSITION: Technology Specialist

QUALIFICATIONS: Participates in the development, coordination and maintenance of the district's local and wide area networks. Provides support and training in computers and technology in all district programs, instructional and administrative.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required: High school diploma; a minimum of three years of experience in computer operation, setup and maintenance; experience and/or education in a networking support environment; experience in various computer operating and networking systems; knowledge of/in Internet protocol, and network printer installation and support.

See complete job description at: www.santiam.k12.or.us

DEADLINE: April 30, 2015

INTERVIEWS: May 4-8, 2015

EMPLOYMENT TO BEGIN: July 1, 2015 or before

APPLICATION PROCEDURES: District Application, Resume and a Personal letter of intent which addresses specific qualifications

Fingerprinting will be scheduled upon acceptance of position. Fees associated with the fingerprinting process will be the responsibility of the employee.

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PO Box 197
Mill City, OR 97360
(503) 897-2321
nichole.cooper@santiam.k12.or.us

****In-District applicants need to submit a letter of application with qualifications to the District Office.****

Santiam Canyon School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex or age in providing or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the Santiam Canyon School District office for additional information and/or compliance issues; Title II Coordinator, Title IX Coordinator and Section 504 Coordinator: Director of Special Programs, 150 SW Evergreen St./PO Box 197, Mill City, OR 97360, (503) 897-2321

SANTIAM CANYON SCHOOL DISTRICT #129J

JOB DESCRIPTION

TITLE: TECHNOLOGY SPECIALIST

POSITION CATEGORY: CLASSIFIED

REPORTS TO: SUPERINTENDENT

JOB SUMMARY: Participates in the development, coordination and maintenance of the district's local and wide area networks. Provides support and training in computers and technology in all district programs, instructional and administrative. Participates in the development, implementation and evaluation of a long-range plan for the application of computers and technology in all district programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Maintains a cooperative relationship with fellow staff members, students, and the general public.
2. Adheres to and enforces district, state, and federal laws, policies, procedures, and regulations.
3. Advises and/or performs district planning, purchasing, coordination and maintenance of technology equipment and supplies.
4. Provides training in areas of technology.
5. Participates in developing standards for the acquisition and maintenance of technologies.
6. Keeps abreast of emerging technological changes and acts as a resource person.
7. Troubleshoots and maintains individual workstations, district networking, and all technology-related hardware and software.
8. Installs computer hardware and software throughout the district, including software customization.
9. Orders and stocks technology supplies and parts.
10. Organizes inventory, maintenance and repair, storage and handling of all assigned computer equipment and materials.
11. Acts as liaison between district and ESD or other service providers.
12. Assists in the assessment and budgeting for new technology equipment and supplies.
13. Maintains accurate and current data related to all technology related items within the district, including hardware inventory tracking, software licenses, network device configurations, confidential passwords, and all other related items.
14. Participate in the development, writing and implementation of the District Technology Plan.
15. Appropriately maintains and secures confidentiality in adherence to job duties.
16. Maintains appropriate certifications and training hours as required.
17. Complies with applicable District, state, local and federal laws, rules and regulations.
18. Attends work regularly and is punctual.

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SUPERVISORY RESPONSIBILITIES:

Supervises programs and projects, but not other staff members. Supervisory responsibilities would include training, planning, directing work, and providing evaluative information to supervisor. Carries out responsibilities in accordance with the districts policies and applicable laws.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPUTER SOFTWARE SKILLS AND KNOWLEDGE:

1. Must have demonstrated computer competency in a wide spectrum of functions, and have demonstrated ability to provide support for all District technology programs.
2. Ability to efficiently and effectively utilize e-mail, internet, browsers, databases, spreadsheets and word processing technology programs including: iVisions, MS Office Suite (Word, Excel, Access, PowerPoint, Outlook), FireFox, and Active Directory.
3. Familiarity with Microsoft Networking and Windows OS platform a must. iOS for Mac, as well as iPad, Chromebook and GAFE management helpful.
4. Ability to quickly learn and manage various district-level networking programs for internet filtering, wireless management, security, antivirus, backup system, virtual servers and student management software.
5. Must be able to work independently, multitask and prioritize tasks appropriately.
6. Ability to research, troubleshoot and repair a variety of complex computer-related hardware or software problems as the need arises.
7. Demonstrated ability to learn and implement new technology skills rapidly.
8. Effectively communicate technical concepts to a non-technical audience, in written or oral form.
9. Ability to type accurately and proficiently.

EDUCATION and/or EXPERIENCE:

1. High school diploma.
2. A minimum of three years of experience in computer operation, setup and maintenance.
3. Experience and/or education in a networking support environment.
4. Experience in various computer operating and networking systems.
5. Knowledge of/in Internet protocol, and network printer installation and support.
6. Experience in the use and application of A.V./media equipment.
7. Demonstrated ability to exercise good judgment, tact, and diplomacy.
8. Such alternatives to the above as the Board deems appropriate.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Certification as may be required by State
2. Valid Driver's License

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from students, staff, and the general public.

MATHEMATICAL SKILLS:

Ability to apply concepts such as algebra, geometry, fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written, mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and general public. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to use hands to finger, handle, or feel objects, tools or controls. The employee frequently is required to reach with hands and arms. The employee is occasionally required climb ladder, stand, walk and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds and work in confined areas to set up equipment. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee continuously interacts with students or staff and occasionally meets multiple demands from several people, with time constraints. While performing the duties of this position the employee regularly works inside in a climate controlled environment. While performing the duties of this position, the employee is occasionally exposed to risk of electrical shock.

ATTENDANCE STANDARDS:

This is a non-exempt position as defined under the Oregon Wage and Hours Law. The normal work year and work day will be based on the operational needs of the district, however there may be some hours beyond the normal day, or normal week, depending on the particular operational needs of the district. The attendance standards described, herein, shall not be construed as a guarantee of hours or days of work.

TERMS OF EMPLOYMENT:

Wages for this position will be determined by the Board of Directors. Work schedules will be reviewed and approved by the Business Manager and will be based on the operational needs of the district. This is posted as a full time position with benefits, as negotiated per the collective bargaining unit.

EVALUATION:

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel