



Phoenix School of Roseburg

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Information Technology Specialist

Summary:

Phoenix School is recruiting an Information Technology Specialist to work as part of an information technology (IT) team and provide direct, consultative support and training to students, staff, and administrators on IT based systems. This position would work with computer hardware, applications software, multimedia, database resources and network support. Under the supervision of the Tech Manager, this position serves as the main point of contact and support person for the staff user community. Prior experience preferred but not required.

Responsibilities include regular contact with students, staff, and the public.

<i>Opening:</i>	2020-2021 School Year, Summer 2021, 2021-2022 School Year
<i>Application Period:</i>	Accepting applications until filled
<i>Assignment:</i>	20 hours per week, scheduled between the hours of 7:00am and 3:30pm, Monday through Friday.
<i>Wage:</i>	\$12.00 to \$16.00 (DOE)
<i>Benefits:</i>	20 Hours Sick Leave Annually Life Insurance Coverage

Position Requirements:

- Completion of *Safe Schools* training (available on-site).
- Must have a desire to work with high school students in a professional manner and demeanor.
- Ability to work independently at times and show initiative on team projects.
- Ability to successfully pass a drug test (random or otherwise).
- Perform in a professional manner while working with partnering organizations.
- Ability to communicate in non-technical terms with a diverse population of staff and students.
- Regular and reliable attendance.
- Ability to demonstrate an understanding and importance of customer service.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent.
- Must successfully pass a criminal history background check and fingerprint screening.

Preferred Qualifications:

- Broad knowledge of multiple software and instructional/media technology applications, database systems, and equipment types. Including a working understanding of computer diagnostic software, anti-virus software, anti-SPAM software, malware detection and removal, and desktop security software.
- Knowledge of Windows computer operating systems.
- Knowledge of computer hardware installation, repair, testing, and troubleshooting.
- Ability to demonstrate an understanding and importance of customer service.
- Working knowledge of Microsoft Office 365.

Duties & Responsibilities:

- Ensures that computer lab, mobile computer cabinets (COWs), classroom, and office computers are fully operational and secure by: analyzing and resolving general hardware and software usage problems; uses utility and file programs to recover and backup data; re-installs damaged or deleted software; troubleshoots errors in system operation; initiates repairs, and configures media components or LANS.
- Provides support and service to the staff user community to ensure problem resolution of system/data access and optimal system performance.
- Assists the staff user community with the use of software applications; installs, configures, and modifies applications, networks, databases, and other systems.
- Performs hardware operation and maintenance to ensure that equipment and systems are in assigned areas, in good condition, and are properly maintained.
- Works with the Lead Tech to coordinate and schedule daily IT needs and processes for the school.
- Leads the daily work assignments of student technicians under the direction of the Tech Manager.
- Helps coordinate multimedia components and mobile computer cabinets (COWs) for classroom use. Responds to requests for equipment delivery and setup, checks to ensure equipment is working properly, and returns equipment to the proper storage area.
- Responsible for the set-up, testing, and take down of presentation media equipment used for school events.
- Develops and leads training programs; develops user self-guided tutorials on equipment, applications, and related systems; and conducts lab and equipment orientations and demonstrations.
- Assists the Lead Tech with network jack and cabling issues, recycling and disposing of obsolete computer hardware, and with workstation installations.
- Maintains the school's technology inventory and cataloging system, maintains repair logs and operations manuals.

Marginal Duties and Responsibilities:

- Assists staff as necessary including answering telephones, routing telephone calls or messages to appropriate staff and operating general office machinery.
- Attends staff meetings and/or in-service trainings as needed.
- Fulfills other related duties as assigned by supervisor.

Physical Requirements:

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 functions, duties, and responsibilities of this job.

- Vision abilities: close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Regularly required in an 8-hour day, to sit for 5-8 hours and to stand, walk, or move around for 1-4 hours.
- Regularly required to talk and hear.
- Regularly required to use hands to finger, handle or feel objects, tools or controls.
- Regularly lift, move or carry up to 25 pounds; occasionally lift, move or carry up to 50 pounds.
- Frequently required to stand or walk (occasionally on an uneven surface), reach with the hands and arms, stoop, and/or bend.

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 could be low to moderate. Employees are working in hot environment with kitchen equipment, hot water, steam, and heated cooking equipment. The employee's work is most frequently indoors, but occasionally requires going outdoors in the weather to pass from building to building and drive from community sites.

NOTE: Position description is subject to change. This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Phoenix School of Roseburg may add to, modify, or delete any aspect of this (or the position) at any time as it deems advisable.

Application Process:

Apply on-line through <https://roseburg.cloud.talentedk12.com/hire/index.aspx>

1. The school will provide timely notification to candidates whether they are selected for an interview.
2. After an initial round of applicants are interviewed, the position will be offered or remain open until filled.

We look forward to your application and thank you, in advance, for your interest in Phoenix School of Roseburg.