

**MACKAY SCHOOL DISTRICT**  
**Classified Job Description**  
**Technology Specialist – Elementary/Secondary**

**Definition**

Under the supervision of the school site administrator, and in coordination with the Superintendent:  
maintain, repair and care for site computers (software & hardware); provide intensified learning experiences for students in assigned areas; assist students and staff with instruction and related work as needed.

**Work schedule:** Twelve (12) months at 4 days per week/8 hours per day, to include 15 days vacation per year and 12 days sick leave per year.

**Examples of Duties**

- Set up and provide maintenance for computers, printers and other peripheral equipment belonging to site and perform level trouble shooting functions.
- Install memory, install and configure software; i.e., Network Client, email client, anti-virus.
- Configure workstations for access to network databases. Create student users and manage student access.
- Install and configure student learning software specific to site and grade level.
- Plan computer distribution, perform installations and modifications including: adding and/or removing work stations, relocating work stations, organizing and carrying out the collection of surplus technology equipment.
- Complete annual technology surveys.
- Order and keep records of parts, supplies and software.
- Plan and carry out a preventative maintenance program for computers.
- Assist instructional personnel with the development and presentation of learning materials and instructional exercises.
- Provide group and individual instruction for staff and students.
- Maintain district website.
- Supervise and instruct student technology aides.
- **Supervise recording and maintaining of the ISEE program and E-Rate.**
- Maintain a neat, orderly and attractive environment.
- Maintain a weekly classroom computer monitoring system, with check sheets submitted to the Superintendent at the end of each week.
- Other duties as prescribed by the Superintendent.

ALSO:

- **General** - Pick up and deliver equipment for and after repair. Participate in cross training to ensure that basic network services are always available. Perform such other duties as assigned.
- **Local Area Network** - Install client software for network and e-mail access on IBM compatibles workstations. Install client software for network and e-mail access on Macintosh workstations.
- **Wide area network** - Monitor the WAN for proper operation. Perform corrective maintenance on WAN components.
- **Internet Functions** - Configure workstations to properly reflect the site DNS, DHCP and subnet assignments. Install and configure web server. DNS and DHCP software on servers. Help develop websites appropriate for district functions. E-mail - Install and configure e-mail client software
- **Databases** - Program locally developed databases. Configure servers and workstations for access to network databases.
- **Anti-Virus** - Install and configure anti-virus software.
- **Back up** - Install and configure backup hardware and software for servers and workstations. On a daily basis, monitor all server backup logs.
- **Hardware Maintenance** - Perform preventative and corrective maintenance on computers, printers and other peripheral equipment. Perform preventative and corrective maintenance on routers, and other WAN equipment.
- **Administration** - Order parts and keep records of parts and supplies. Complete work orders to document maintenance activity.
- **Training** - Perform individual training sessions for network and application functions.

### **Desirable Qualifications**

#### ***Knowledge of:***

- The operation of computer hardware and software and peripherals.
- Computer networking.
- Strategies for managing students in a classroom setting.
- Techniques used in supervising and motivating students.
- Correct English usage.
- Routine record keeping.
- General purposes and goals of public education.

#### ***Ability to:***

- Assume responsibility for supervising students.
- Work effectively with all students.
- Maintain cooperative and effective working relationships with children and adults.

**Please understand there are no contractual rights to this position. All classified positions with Mackay School District #182 are at-will positions and your employment may be terminated at any time, without cause.**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

## Vacation Policy

### Mackay School District #182

#### Non Certified Personnel; Annual Accrual of Vacation Days\_

##### Vacation Accrual

Full-time employees who have completed fewer than five years of continuous service are granted ten (10) vacation days per academic year (July - June).

Full-time employees who have completed five years of continuous service or more are granted fifteen (15) vacation days per academic year.

##### Scheduling Vacation

Employees must schedule any planned use of vacation in advance and obtain the approval of the person to whom they report and in accordance with any unit, department or division protocol.

##### Unused Vacation Days

Employees are strongly encouraged to take all of their vacation days during the academic year in which they are accrued. In the event that an employee is not able to use all of their vacation days in that time frame, you may carry unused days into the subsequent year as follows:

- Full-time employees who have completed fewer than five years of continuous service may carry up to thirteen (13) days into the subsequent year. At no time may your total accumulation of unused vacation time exceed thirteen (13) days.
- Full-time employees who have completed five years or more of continuous service *may not* carry vacation days into the subsequent year. At no time may your total accumulation of unused vacation time exceed fifteen (15) days.

##### Vacation Upon Separation

Employees who have given the required one month notice when resigning from Mackay School District will be paid for their unused accrued vacation days up to the maximum accrued vacation days as defined above.

##### Grandfather Clause

Vacation accruals in excess of the amounts state above, which were earned prior to July 1, 2010, will be placed in a reserve account.

# High School Computer check list:

Date \_\_\_\_\_

Jess Johnson -

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Val Tillotson (O)

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Phyl Day (L)

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High School lab

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Sharleece Lambson (M)

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Bridget Severe (JH)

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LaRue Lambert (M)

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Stephanie Green (E)

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Jack McKelvey (PE/E)

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Troy DeBoard (H)

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*Michael McClure*  
(S)

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Stephanie Woodbury (IDLA)

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Cynthia Holbrook (4)

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Vernon Roche (Jolene Zollinger) (Ag.)

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Other items:

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# Elementary School Computer check list:

Date \_\_\_\_\_

Spencer Larsen -

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Shauna Reynolds (O)

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Lisa Warner (L)

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Elementary lab

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Mrs. McKelvey (PS)

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Cindy Kimball (6)

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Michele Peterson (5)

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Gordon Seefried (K-Sp.Ed.)

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Karlene Hardy (1)

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Beverly Crawford (2)

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Christine Hoover (3)

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Cindy Gregory (4)

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District Office to include transportation and secretaries-

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Other items:

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