



FERN RIDGE SCHOOL DISTRICT 28J Job Vacancy Announcement

Technology Support Specialist I **Temporary Position 30-90 Days**

January 10, 2020

Fern Ridge School District is currently accepting applications for a temporary Technology Support Specialist I. This position is temporary for 30-90 days, will provide basic IT support and must work independently to support basic computer and hardware needs. This position will work a variety of hours not to exceed 40 hours per week.

We are seeking outstanding candidates who will become members of our technology team. The successful candidate must be detail orientated and efficient even when there is no direct supervision.

Preference given to candidates with a high school diploma or general education diploma, some experience working with a variety of computer software and hardware, and prior successful experience working in a school or youth group setting.

The successful candidate must have a fingerprint background check on file with the Oregon Department of Education (cost is \$71.50.)

There variety of benefits for this position including:

- Starting Salary of \$12.83 to \$13.53 per hour, depending on experience.
- PERS Eligible

Please submit:

- ✓ Completed Classified Application
- ✓ Letter of Interest
- ✓ Resume
- ✓ Three (3) Letters of Recommendation

Current employees need only to submit a letter of interest to be considered.

Other information:

- Closing Date: Open Until Filled
- Application Screening to begin January 17, 2020
- Starting Date: To Be Determined
- Highly Qualified applicants:
 - Highly Qualified - Completed two years of study at a higher institution or obtained an associate's (or higher) degree or passed a paraprofessional test with the district.
- The successful candidate must have a fingerprint background check (cost is \$71.50) unless fingerprinting is already on file with the Oregon Department of Education. A portion of this fee may be taken out of the employee's first paycheck if desired.

Send to:

Fern Ridge School District
Human Resources Department
88834 Territorial Road Elmira, Or 97437

Contact Information:

Website: www.fernridge.k12.or.us
Phone: 541-935-2253 ext 1203
E-Mail: mcook@fernridge.k12.or.us

Fern Ridge School District is an Equal Opportunity/Affirmative action/Veteran's Preference employer. For Veteran's Preference, contact the district office for information on required documentation.

FERN RIDGE SCHOOL DISTRICT 28J



JOB DESCRIPTION

Job Title: Technology Support Specialist I
Reports To: Director of Technology
Status: Classified – Non-Exempt

JOB SUMMARY

The primary function is to provide basic support for computers, software, telephone and other instruction-related technology in schools.

The TSSI works independently to support basic computer and hardware needs, following standard procedures to solve problems of limited difficulty and complexity. In comparison, the TSS II works with more complex systems and processes and requires independent analysis and problem solving of medium difficulty and complexity.

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. Follows and maintains knowledge of all District policy (ies) and procedures.
2. Provides general end user support of district provided technology.
3. Responsible for general maintenance and hardware repair of a variety of computer systems
4. Responsible for basic setup and configuration of computers, network printers and portable computer systems.
5. Responsible for maintaining hardware, software and asset inventory and ticketing documentation
6. Provides training to users in the basic use of computer hardware and software
7. Assists users with problem solving
8. May write or update existing user documentation as assigned
9. May set up and run basic reports, and maintain data files as assigned
10. Reports safety, sanitary and fire hazards immediately to supervisor.
11. Maintains appropriate certifications and training hours as required.
12. Complies with applicable District, state, local and federal laws, rules and regulations.
13. Maintains positive interactions with students, parents, and staff.
14. Interacts thoughtfully and courteously with students, staff and community.
15. Attends work regularly and is punctual.
16. Performs other related duties as assigned.

BUILDING/DISTRICT WIDE RESPONSIBILITIES

1. Actively participates in organized activities, staff meetings, staff development and school improvement activities.
2. Support K-12 programs, students and staff.

3. Completes paperwork in a timely, accurate manner
4. Reports issues to authorities as necessary.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities 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.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED). One or more years of experience working on large networks and working with a variety of computer software and hardware. Prior successful experience working in a school setting or with children strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with children.
- **Language Skills:** Ability to communicate fluently in English both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to read and interpret documents such as safety rules, data, memos, e-mails, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute and apply rate, ratio and percent to practical situations. Ability to draw and interpret a variety of graphs.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** Advanced knowledge of computer usage and ability to use, e-mail, internet software, word processing software and computer programs used by the District. Ability to type accurately and proficiently. Demonstrated knowledge and successful experience installing, configuring and troubleshooting industry standard desktop hardware and applications within an enterprise environment.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in a dynamic environment and appropriately react to a wide spectrum of behaviors of students.
- **Certificates, Licenses, Registrations:** Ability to obtain and maintain a valid First Aid Card.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds and perform other physical manipulations. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral 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 work environment combines a standard office setting including office equipment (fax, copier, phone, computer, etc.) with the standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bodily fluids and/or bloodborne pathogens.

OTHER

Note: 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 of guarantee of any specific terms of conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.