

SCHOOL DISTRICT OF ALACHUA COUNTY
ANALYST -- INSTRUCTIONAL TECHNOLOGY SYSTEM SUPPORT
JOB DESCRIPTION

FLSA:	Exempt	BARGAINING UNIT ELIGIBILITY:	No
PAY GRADE:	30	SALARY SCHEDULE:	Professional/Technical

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution;
- (2) Minimum of five (5) years experience in instructional computer applications; or
- (3) An equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of instructional computing hardware and software. Knowledge of operating systems and networks. Ability to troubleshoot hardware and software. Ability to communicate effectively both orally and in writing. Ability to conduct workshops and training. Ability to establish and maintain effective working relationships with school staff, administrators, and outside agencies.

REPORTS TO:

Director -- Instructional Technology, Media and Materials

JOB GOAL

To provide effective technical support for the District's instructional technology programs.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Design and implement a program of technological support that addresses coordination and production of materials for inservice workshops and maintenance of participation records.
- * (2) Prepare and present inservice workshops on the operation and instructional uses of computers; peripheral equipment and specific applications software.
- * (3) Organize and maintain the software and periodical lending library.
- * (4) Troubleshoot hardware/software of distributed computer systems and associated network facilities.
- * (5) Install, configure and upgrade computer hardware, software, and attached peripherals, network and desktop operating systems, applications, and associated cabling.
- * (6) Provide consulting services (for new hardware and software).
- * (7) Maintain work orders and job related documentation.
- * (8) Adhere to applicable safety standards.
- * (9) Attend all staff meetings and workshops.

ANALYST -- INSTRUCTIONAL TECHNOLOGY SYSTEMS SUPPORT (Continued)

- *(10) Assist with maintaining a clean and orderly environment.
- *(11) Be knowledgeable of and adhere to Board policies departmental procedures.
- *(12) Communicate effectively with the public, teachers, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- *(13) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(14) Demonstrate initiative in the performance of assigned responsibilities.
- *(15) Demonstrate support for the school district and its goals and priorities.
- *(16) Exhibit interpersonal skills to work as an effective team member.
- *(17) Follow attendance, punctuality and proper dress rules.
- *(18) Maintain confidentiality regarding school/workplace matters.
- *(19) Maintain expertise in assigned area to fulfill project goals and objectives.
- *(20) Manage time efficiently.
- *(21) Model and maintain high ethical standards.
- *(22) Participate in cross-training activities as required.
- *(23) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(24) Prepare all required reports and maintain updated and accurate records.
- *(25) Represent the District in a positive and professional manner.
- *(26) Respond to inquiries and concerns in a timely manner.
- (27) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

Job Description Addendum No. 12

Adopted 10/19/10