

**BAINBRIDGE ISLAND SCHOOL DISTRICT  
JOB DESCRIPTION**

**BUILDING TECHNOLOGY SUPPORT SPECIALIST**

**JOB SUMMARY:** Under the supervision of the Building Administrator with guidance from the Director of Technology Services, provide direct technical support for the use of technology by students and staff to improve student learning and meet district and school improvement goals. Within this general framework, specific assignments will vary.

**ESSENTIAL JOB FUNCTIONS:**

- Provide support and service for staff and students requiring assistance related to district – or school-adopted technology hardware and software following school district policies and procedures.
- Provide routine maintenance on technology hardware including computers, tablets, printers, projectors and accessories.
- Implement lesson plans and instruction for individuals, small groups and classes in the building.
- Assist staff in creating school-related technology programs/lessons and in student/staff learning of new and current computer programs.
- Assist with administration of technology-based assessments.
- Assist in scheduling use of computer labs and carts.
- Provide supervision of and guidance to students in environments such as computer labs or libraries.
- Assist teaching staff with individual, small group or whole group instruction that incorporates technology or technology-specific skills.
- Troubleshoot technology-based problems and resolve basic issues.
- Submit or assist staff in submitting help desk tickets; monitor the progress and help with resolution of ticket issues.
- Assist in maintaining an accurate inventory of technology equipment through the asset management system.
- Act as liaison between schools and the district Technology Department.
- Attend scheduled meetings for Building Technology Support Specialists and district Technology Department.
- Report inappropriate use of technology as specified by school board policies and procedures to Building Administrator or Director of Technology.
- Attend trainings, seminars, workshops, etc. to maintain and improve job knowledge and skills.
- Maintain confidentiality and professional behavior.

- Perform other job-related duties as assigned by the Building Administrator or Director of Technology.

### **ESSENTIAL JOB REQUIREMENTS/ QUALIFICATIONS:**

High School graduate or equivalent  
College or other in-service training preferred  
Computer knowledge required  
IC3 Certification preferred

### **REQUIRED KNOWLEDGE, SKILLS and ABILITIES:**

- Demonstrated ability to troubleshoot basic technology-related problems and provide routine maintenance on a variety of technology equipment.
- Demonstrated knowledge of routine record management, storage and retrieval systems and procedures.
- Demonstrated knowledge of industry standard operating systems and commonly used software.
- Ability to work independently with little or no supervision.
- Knowledge of basic concepts of child growth and development and developmental behavior characteristics.
- Knowledge of student behavior management strategies and techniques.
- Ability to communicate effectively orally and in writing, including appropriate English grammar, punctuation and spelling.
- Basic arithmetic skills.
- Ability to establish and maintain cooperative working relationships with staff and students.
- Demonstrated ability to be understanding, patient and respectful toward staff and students.

### **PHYSICAL DEMANDS:**

- Persons in this position will frequently exert up to 50 pounds of force to lift, carry, push pull or otherwise move objects.
- Persons in this position must have, provide or perceive the nature of sound, near and far visual acuity, depth perceptions, spoken information, manual dexterity to operate common maintenance and repair tools, and work with various materials and objects required for technical aspects of the listed work responsibilities.
- This type of work involves frequent standing, walking, stooping, bending, crouching, lifting, carrying, climbing and sitting for extended periods of time.
- Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.

