

RUSH COUNTY SCHOOLS

POSITION: Building Technology Coordinator
– Rushville Elementary School East/Rushville Elementary School West

QUALIFICATIONS: Associates Degree in computer field or equivalent certifications
A+ Certification preferred
Knowledge/experience with Windows Operating Systems
Knowledge/experience with Google
Knowledge/experience with desktop management software
Excellent Communication Skills

DESIRED QUALITIES: Experience/Knowledge of the following is preferred:

- Ability to communicate effectively
- Ability to work well with various employee groups
- Ability to handle multiple tasks simultaneously
- Strong organizational skills
- Ability to prioritize tasks as situations arise
- Desire to learn and remain current in technological advances.

JOB DESCRIPTION: The Building Technology Coordinator for both Rushville Elementary School East and Rushville Elementary School West will be directly responsible to the building principals and the Director of Curriculum and Instruction. The major roles of the Building Technology Coordinator include upgrading, installing, and maintaining technology hardware, peripherals, software, and other technology related items.

SPECIFIC DUTIES: Duties will include, but are not limited to the following:

- Install technology hardware and peripherals.
- Troubleshoot and repair technology hardware and peripherals.
- Install computer software.
- Troubleshoot, upgrade, and maintain computer software.
- Perform basic maintenance and troubleshooting on servers.
- Perform backups for servers and applications.
- Research, recommend, and assist in the purchasing of technology hardware, peripherals, software, and audio-visual equipment.
- Assist in the maintenance of the telephone system.
- Assist staff and students with questions and issues pertaining to technology.
- Maintain accurate records of technology equipment, software, and licenses.
- Perform other technology-related responsibilities as requested by the building or corporation administration.

Contracted Days: 261 days

SALARY: Based upon experience/education