



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Technology Systems Specialist (TSS)

QUALIFICATIONS:

- WV TSS Credential
- TSS Experience Preferred
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

SUPERVISORS: Technology Director, Maintenance Director

SUPPORT RELATIONSHIPS: Under the general direction of the Director of Technology and the County Technology Team. Will work with other members of the Technology Team, RESA VIII, school Technology Contacts and teachers. May act as consultant to department/school administrators or supervisors by assigned task.

PURPOSE: To design, install, configure, secure, administer and troubleshoot the GCS network system with remote administration capabilities and to provide remote support for teacher and student computers. To assist the Director of Technology/Technology Team with technology integration.

DUTIES/RESPONSIBILITIES:

- 1) Design, create and implement network system with comprehensive change and configuration management solution
- 2) Implement, monitor and document systems for network security and continuity
- 3) Implement, monitor and document data backup systems for Dept. of Technology
- 4) Configure, secure, administer and troubleshoot all Dept. of Technology servers, which may include, but are not limited to: WebCT, Exchange, CompassLearning Odyssey, RiverDeep Destination SUCCESS, Layton Technologies Audit Wizard and Help Box, ISA, SMS / Learning Gateway
- 5) Provide technical support for teachers, computer specialists, Dept of Technology staff
- 6) Act as a technical advisor to the Director of Technology in the area of software and hardware limitations, and personnel training.
- 7) Utilize self-appraisal for the improvement of administrative and technical skills
- 8) Other duties as assigned by supervisor(s)