



JOB TITLE	DEPARTMENT	REPORTS TO
Technology Liaison Specialist Grant Funded	Student Services/ESE	Executive Director of ESE and Student Services

Position No: 63096	Length of Work Year: 12 Months
Salary Schedule: P20	Date Approved: 7/14/09
FSLA: Exempt	Date Revised: 2/13/13; 5/8/14;7/1/22

JOB GOAL
To facilitate the use and implementation of technology throughout the district. Facilitate the use of technology in ESE at district and school levels.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Associate Degree from accredited community college; or high school diploma plus a minimum three years progressive experience in technology. 2. Experience in operating mainframe systems in multi-programming environment. 3. Knowledge of the Skyward information management system. 4. Knowledge of microcomputers, support equipment, data acquisition, and data base maintenance. 5. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To assist in maintaining the ESE department's network hardware and software components, as required, install upgrades, and to configure components for additional software/hardware, directory structures, rights, and security. 2. To stay current with district operations in information technology services and to serve as a consultant with ESE and school personnel on the use of technology. 3. To provide staff development to district and school based ESE personnel relative to the use and implementation of assistive technology (e.g.: SMART Boards and related software programs). 4. To maintain hardware and software components on computers utilized at schools for ESE students as required including installation and upgrades. 5. To serve as a liaison between ESE/SS and ITS to insure timely and effective technology implementation. 6. To maintain annual schedules on all operations and alert the appropriate department administrator of possible issues or concerns. 7. To research and develop strategies for increasing the proficiency of technology tools. 8. Manage deployment of ESE iPads and other technology to students and staff, reviewing apps to be used by students and staff. 9. Keep accurate/up-to-date inventory of ESE iPads and other technology. 10. Providing administrators with updated technology needs for students and staff. 11. Work with vendors to obtain quotes for technology (computers, software, AAC devices for communication, iPads, assistive technology, etc. 12. To coordinate with ITS on the requirements and implementation of enhancements to the student database. 13. To provide ESE/SS with network technical support training. 14. To respond to the needs and questions of users concerning their access of resources on Skyward as it relates to databases and forms utilized by ESE/SS. 15. To ensure that input data and files are input as required in order to maintain production schedules.

16. To assist with current district-wide inventory of ESE/SS technology and order supplies for computer operations.
17. To assist in the creation of on-line forms in Skyward for use by teachers and ESE Specialists.
18. To perform assigned tasks in a timely and efficient manner.
19. To perform assigned tasks with a high standard of quality.
20. To perform other activities as assigned by the administrators of ESE and Student Services.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.