

TITLE: **Systems Engineer**

DRAFT

QUALIFICATIONS:

1. Hold Associate degree or College Certification in Computers.
2. Other qualifications as may be deemed essential for successful performance in the position.

REPORTS TO: Chief Technology Officer, or Designee.

JOB GOAL: To assist with ongoing development and improvement of the district's technology plan and overall maintenance and operation of the network with a focus on software/systems engineering.

PERFORMANCE RESPONSIBILITIES:

1. Maintains, repairs, installs and upgrades technology equipment with focus on software and systems integration.
2. Assists with selection of technology hardware/software to insure systems integration throughout the district.
3. Troubleshoots software/systems issues.
4. Does preventative maintenance of software/systems assets through patches, updates, configurations, etc.
5. Provides technical assistance to faculty/district employees.
6. Assists with phone/PBX issues and engineering issues.
7. Troubleshoots Smart boards/Smooth boards/ENO boards/IPEVO projection Systems.
8. Troubleshoots IPADS, Chromebooks and Mobile devices for administration purposes.
9. Review and make recommendations of technology policies and procedures.
10. Be a part of a technology team to identify and provide technology based solutions and aide teachers in the classroom.
11. Monitor and make suggestions to teacher/staff created websites under the direction of the District Webmaster.
12. Maintains proficiency with current and new technologies.
10. Perform other such duties as may reasonably be assigned.

TERMS OF EMPLOYMENT: Twelve months. Compensation and other terms and conditions of employment shall be governed by the School Board.

EVALUATION: Performance in this position will be evaluated by the Chief Technology Officer, or designee in accordance with School Board policy.

PRESENTED: September 7, 2017 Personnel meeting for first reading.