



Vacancy Announcement



Technology Support Specialist

The Technology Support Specialist is responsible for providing technical support to school and district staff.

Qualifications:

- **REQUIRED:** High School Diploma & two years post-secondary education (technology related field is preferred), valid driver's license
- Associate or Bachelor's degree in Information Technology or related field is preferred
- Experience supporting Microsoft Windows and PC hardware
- Advanced knowledge of software application support and network communications technology
- Skilled in the use of MS Office Suite
- Ability to read technical information to diagnose and resolve complex problems in a timely manner
- Ability to independently plan, organize, and prioritize activities
- Strong interpersonal communication skills
- High levels of knowledge of computers, software applications, and other technology equipment
- Ability to install and operate computer systems

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Document, install, maintain, and repair computer systems and software
- Diagnose and resolve classroom technology issues
- Review and prioritize work orders in order of importance
- Manage and maintain technology inventory
- Reinstall and repair software as needed
- Troubleshoot and diagnose software and hardware issues
- Manage technology deployment at the school
- Assist in relocation of equipment which may include heavy lifting
- Install and repair printers
- Recommend items for surplus and remove from school
- Support school software and user accounts
- Deploy images for setup on all computers
- Perform other duties as necessary

Applicants must submit a Long County School System application with resume and three professional references. Applications must be received before the close of business on October 12, 2018. Applications can be mailed to: Attn: Personnel Director, Long County Board of Education, P.O. Box 428, Ludowici, GA 31316.

Long County Board of Education is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, including limited English proficiency and sex or on the basis of handicap in accordance with Title VI, Title IX and section 504 of the law.