



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: BEACON TECHNOLOGY SUPPORT SPECIALIST

QUALIFICATIONS:

1. Knowledge of common operating systems, such as Win.x, DOS, MAC, ProDOS
2. A minimum of a high school diploma and at least two (2) years of experience in one or more of the following areas: data processing (excluding data entry), electronics or engineering, one year of which must have been in the area of computer applications and maintenance.

NOTE:

- Vocational/technical training in one of the areas described above may substitute at the rate of 720 classroom hours (30 semester or 45 quarter) for each year of the required experience.

PHYSICAL REQUIREMENTS: Medium

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Assists users with the installation, configuration, problem identification, and troubleshooting of standard and/or networking equipment, hardware configuration and/or software.
2. Assists users with the trouble shooting, configuring and optimizing common operating systems.
3. Works with vendors concerning the networking equipment and/or software regarding proper operation, installation, and maintenance.
4. Installs and configures networking equipment and/or software components.
5. Uses a searchable database to document problems and solutions.
6. Maintains current knowledge of networking equipment and/or software, modification and improvements and makes recommendations in these areas.
7. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in current Salary Placement Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.


Reviewed by Dept. of Human Resources

APPROVED OCT 13 2020

Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer