



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

TITLE: BEACON INFORMATION TECHNOLOGY SPECIALIST

QUALIFICATIONS:

1. High School Diploma or GED
2. One (1) year business technology experience, preferred
3. 720+ classroom hours with a vocational/technical training school in a related field, preferred
4. Basic understanding of operating systems

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. Provides technical support to users and staff via phone, email, ticketing system, chat and/or in-person.
2. Documents problems and solutions in a searchable database.
3. Installs and configures software and/or workstations.
4. Maintains inventory list and provides documentation to supervisor.
5. Performs responsibilities outside normal business hours, if required.
6. 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.

Holly Buchanan

Reviewed by Dept. of Human Resources

APPROVED JUN 27 2023

Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer