

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Non-Union

<b>DISTRICT TECHNOLOGY SUPPORT SPECIALIST</b>
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**Required Qualifications:**

- Associate's degree from an accredited institution in a technology field and three (3) years of progressively responsible experience in information technology/networking related field. Or in lieu of the degree requirement, a high school diploma and seven (7) years of progressively responsible experience in information technology/networking related field.  
(Note: an advanced degree supplement only applies if hired with a Bachelor's degree or higher)
- Knowledge of current operating systems for Windows and Macintosh, wide area networks and wireless security
- Successful mastery of 80% or above on the TIS Technology Skills Assessment [90% or above after one (1) year]
- Ability to perform tasks involving the intermittent performance of moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling or crouching, and that may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (15-30 pounds)
- Valid Florida Driver's License

**Desired Qualifications:**

- A+ Certification
- Bachelor's degree in a technology field from an accredited college or technical school

**Performance Responsibilities:**

- Install and troubleshoot network and associated communications equipment
- Manage, monitor and maintain district wide network resources ensuring optimal performance
- Install and maintain network security procedures
- Provide district wide technology hardware troubleshooting and repair
- Provide district wide software installation and computer imaging
- Maintain backup procedures and disaster prevention systems and controls
- Ability to work independently and work cooperatively in a team
- Collaborate with other district technology support specialist(s) and instructional technology specialist(s)
- Assist all cost centers in improving the efficiency of their present equipment
- Maintain district technology inventories
- Assist in the preparation of the District Technology Plan

- Recommend hardware and software to support effective school and support sites technology initiatives
- Advise and assist all sites in the purchase of all technology equipment
- Communicate information both verbally and in writing clearly and concisely
- Establish and maintain an effective working relationship with departmental personnel, administration and the technology users
- Assist in the preparation of the Department of Education technology surveys
- Process all technology equipment for public sale
- Maintain equipment checkout logs
- Perform other duties as assigned by the Supervisor of Technology and/or designee

**Physical Demands:**

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 regularly or as needed to move objects

**Reports to:**

Reports directly to the Network Coordinator and/or designee

**Evaluation:**

Annual evaluation done by Network Coordinator and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

**Job Code:**

82035

Board Approved: 05/06/08

Revised: 01/20/09, 03/03/09, 01/11/11, 05/17/11, 06/10/14, 12/10/19