

# **Anoka Hennepin Independent School District #11**

## **Position Standard**

### **Technology Specialist (B) – Special Ed Program – Computer & Technology Resources**

Coordinate the planning and availability of technology resources in Special Education programs by recommending and implementing changes in hardware, software, policies, processes and procedures.

#### **Essential Functions:**

- Keeps current with developing trends and technology and provides input on special education computer hardware and software requisitions.
- Orders new equipment and programs and maintains equipment inventory.
- Maintains records on software licenses used for Special Education applications.
- Installs new or upgraded software; configures new computer setups and troubleshoots problems with hardware and/or software.
- Provides technical assistance, system maintenance and computer support to Special Education administrative staff, and other staff district-wide to allow them to comply with Due Process requirements.
- Supports Local Area Network (LAN) and Special Education applications on Wide Area Network (WAN).
- Coordinates with District technology facilitators and Network services staff.
- Recommends appropriate training and assists in the planning and facilitation of in-service programs.
- Provides formal training of staff in area of responsibility.
- Maintains and manages the software and hardware special education lending system.
- Participates in the development and updating of the District's special education website.
- Performs other duties and responsibilities as assigned.

#### **Minimum Qualifications:**

- High School Diploma or equivalent.
- Strong analytical and problem solving skills; ability to stay with a problem until its resolution.
- Excellent oral and written communication skills for interfacing with end users at all levels.
- Ability to ascertain, interpret and document information needs.
- Ability to work positively with all internal and external "customers".
- Ability to manage time effectively and work independently.
- Ability to maintain regular attendance, including completing an assigned day.
- Ability to travel between school district buildings on a regular basis.
- Must be able to lift/push/pull/carry a minimum of 60 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

#### **Physical Factors include:**

Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20"), midrange vision, far vision (over 20'), accommodation, and field of vision;

## **Technology Specialist – Special Ed Program – Computer & Technology Resources**

### **Physical Factors include (continued):**

Frequent: crawl under desk or other tight area to perform wiring, connection or maintenance tasks; standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.

Occasional: exposure to weather when travel between district sites is required.