



Montezuma-Cortez School District RE-1
EVERY STUDENT. EVERY DAY.

Position: Technology Support Specialist

Our Vision

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21st century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

Position Summary: Maintain and install personal computer hardware and related instructional technology equipment in accordance with District standards for efficiency, compatibility, security. Connect equipment to District network and email services. Provide first level tech support to District sites.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.

- Provide Help Desk services such as answering phone calls, resetting passwords, writing documentation, etc.
- Monitor help desk tickets and re-assign/escalate issues to technicians.
- Responsible for processing incoming equipment and preparing for deployment.
- Responsible for tracking inventory of technology equipment.
- Install District software applications and software images on Windows and MAC platforms.
- Assist with the maintenance and repair of desktop and laptop computers.
- Assist with District network, e-mail, and Internet connections on computers and mobile devices.
- Assist with management and maintenance of the telephone system.
- District Website maintenance
- Install and maintain District instructional technology equipment.
- Assist with streaming of School Board Meetings
- Maintain equipment repair and maintenance records for District computers.
- Interact with District instructional staff to deliver a high level of service and customer satisfaction.
- Assure work is completed in a professional and safe manner in compliance with District and industry standards.
- Perform other related duties as assigned.
- Engage in ongoing professional development.
- Observe all district policies and procedures.

Education and Training: Specialized training in computer related technologies beyond high school preferred.

Experience: One to three years.

Certificates, Licenses and Registrations: Valid Colorado driver's license required.

Technical Skills, Knowledge, and Abilities:

- Advanced computer troubleshooting, analysis, critical thinking, and problem-solving skills.
- Ability to learn multiple programs and systems.
- Ability to manage multiple tasks with frequent interruptions, occasionally in urgent situations.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building/department procedures.
- Ability to grow and develop knowledge, skills, and attitude through professional development.
- Ability to communicate, interact and work effectively and cooperatively.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

Materials and Equipment Operating Knowledge:

- Intermediate operating knowledge of and experience with personal computers, Macintosh computers, servers, peripherals, Windows, Mac OS and Microsoft Office.
- Working knowledge of data processing equipment, systems, and techniques.
- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, E-mail, etc. required within 3 months after entering position.

Supervisory Duties: None

Reports to: Director of Technology

Candidate Profile:

Education and Certification:	<ul style="list-style-type: none">• High School diploma
Experience and Skills:	<ul style="list-style-type: none">• Ability to understand and follow oral and written instructions.• Flexible and maintain a positive attitude.• Work cooperatively with supervisors and coworkers
Culture and Fit:	<ul style="list-style-type: none">• Commitment to the mission and values of Montezuma Cortez Re-1• Desire to work as a member of a dynamic team.• Openness to feedback and willingness to share ideas.• Maintains and models high standards of personal and professional integrity and confidentiality

Physical Requirements and Working Conditions: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequent lifting 5 to 10 pounds
- Occasional lifting 20 to 50 pounds

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Reach with hands and arms			X	
Use hands to finger, handle or feed				X
Climb or balance		X		
Stoop, kneel, crouch or crawl			X	
Talk				X
Listen				X

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze				X
Communicate				X
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate	X			

Work Environment:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X	X		

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator and Compliance Officer (*Title II/ADA, Title VI*)

Cynthia Eldredge, Executive Director of Human Resources
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135
titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer (*Section 504*)

Lisa Megel, Executive Director of Exceptional Student Services
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118
504complianceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:

www.cortez.k12.co.us/our-district/board-of-education/policies

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

Coordinador del Título IX Oficial de Cumplimiento (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135
titleIXcoordinator@cortez.k12.co.us

504 Oficial de Cumplimiento (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118
504complianceofficer@cortez.k12.co.us

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:

www.cortez.k12.co.us/our-district/board-of-education/policies

11.28.23 DKR

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2*, JB, JBA, JBA-E, JBB*, JII-R

NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.