



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Instructional Technology Specialist
<b>Payroll/Personnel Type:</b>	12 Month
<b>Reports to:</b>	Director, Technology Support

**Position Summary:**

Perform the duties required to provide support to staff on computer hardware and software issues and to provide related training; provide input to the acquisition and use of technology.

**Essential Functions:**

- Provide technical assistance and support to users on various software packages and specific procedures using such software
- May create, update and maintain St. Louis Public Schools' web site; respond to the webmaster email
- Evaluate and approve district orders for computer equipment, peripherals and administrative software; evaluate software contractual agreements between the district and vendors
- Evaluate and recommend hardware and software for standardization in the district
- Provide hardware and software support for non-school offices or teachers including installation of computers and peripherals and phone and on-site contact
- Write or edit training materials for classroom use; provide training for district personnel; coordinate contracted software in-service training from outside vendors
- Write or edit procedural steps for software use
- May network computers and peripherals in satellite offices and at a central office; may monitor dial-up networking for internet access
- May create budget proposals for training and purchases for specific school sites; may prepare recommended equipment price list for computers and peripherals
- May set up computer labs at Title I sites including the installation of anti-virus software, desktop security software, application and printing software; install/configure ILS software
- May install memory and operating system upgrades
- May general databases for use by district personnel
- Develop and distribute district phone book
- Enter data for tracking service calls
- Coordinate equipment loan program for special projects or presentations in the district
- Maintain and operate Technology Resource Center for use by district personnel
- Perform related duties or special projects as requested

**Knowledge, Skills, and Abilities:**

- Apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to prioritize and organize tasks and meet deadlines
- Ability to analyze computer hardware and software product and service contracts



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**Experience:**

- Minimum of two years' experience providing end user assistance on computer hardware systems or software use
- Minimum two years' experience setting up personal computers and network systems

**Education:**

- Bachelor's Degree (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***