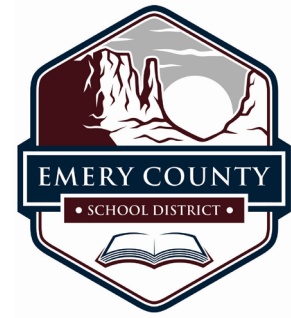


EMERY COUNTY SCHOOL DISTRICT APPROVED JOB DESCRIPTION



I. Job Title Technology Specialist

Classification Category: VII – Technology	Revision Date: August 3, 2026
Job ID: 705	Pay Schedule: Classified
FLSA Status: Non-Exempt	Pay Grade: 19
Provisional Period: 12 Months	Supervisor: Technology Director

II. Summary & General Purpose

Provides comprehensive technical support for district technology systems, infrastructure, instructional technology, and cybersecurity. Installs, configures, maintains, and supports computers, mobile devices, networks, cloud services, classroom technology, and security systems while delivering exceptional customer service to staff and students.

III. Essential Duties

- Install, configure, maintain, troubleshoot, and repair Windows, ChromeOS, macOS, and mobile devices.
- Support Microsoft Active Directory, Microsoft SQL, Microsoft Office Suite, Google Workspace for Education, identity management, and user accounts.
- Deploy and manage Chromebooks, laptops, tablets, and mobile devices.
- Install and maintain wired and wireless network infrastructure including routers, switches, access points, VLANs, DNS, DHCP, and fiber connectivity.
- Support cybersecurity through endpoint protection, MFA, content filtering, vulnerability remediation, backups, and incident response.
- Maintain classroom technology including interactive displays, projectors, audio systems, printers, and AV equipment.
- Support student information systems, educational software, and statewide online assessments.
- Maintain phone, clock, bell, camera, access control, and intercom systems.
- Provide end-user training and technical support to employees.
- Communicate both written and verbal with employees and stakeholders
- Maintain inventory, documentation, warranties, and lifecycle replacement plans.
- Coordinate with vendors and recommend technology purchases.
- Perform other duties as assigned.

IV. Qualifications

Graduation from high school, plus a Bachelor's degree in Information Technology, Information Systems or Computer Science. Two to four (2-4) years of experience in a full-time position performing the above or related duties. Preference may be given to applicants with relevant experience working for a Utah school district. An equivalent combination of education and experience may be considered.

Knowledge, Skills & Preferred Certifications

Knowledge of Windows, Microsoft 365, Google Workspace, networking, cybersecurity, cloud services, MDM, AV systems, customer service, and technical documentation. Preferred certifications: CompTIA A+, Network+, Security+, Microsoft, Google Workspace Administrator, Scripting

VI. Working Conditions

Frequent travel between district locations; lifting up to 75 pounds; ladder work; occasional evening/weekend work; participation in emergency response and after-hours support as needed.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, skills required of personnel so classified. This updated job description supersedes prior descriptions for the same or similar position. Emery School District reserves the right to add or change duties at any time.