

# Carthage Independent School District

## VACANCY ANNOUNCEMENT

### Technology Innovation Specialist

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#### PRIMARY PURPOSE:

Performing technical services work in an integrated computer network environment  
Conducting user training and product demonstrations  
Setup and operate sound equipment for various programs throughout the school district  
Inform teachers of new technologies or software which may assist in developing concepts of content specific materials.  
Research, recommend, install, and test hardware, software, and network configurations of PC's in order to provide an information system which effectively meets CISD's needs

#### QUALIFICATIONS:

Bachelor's degree from an accredited college or university, valid Texas Teaching Certificate a plus  
Ability to pass criminal background and finger print checks  
Strong organizational, communication, and interpersonal skills  
Three to five years of experience in a technology related field  
Valid Texas driver's license  
Ability to perform work requiring lifting and/or physical exertion

#### KNOWLEDGE/SKILLS:

Knowledge of computer hardware and software applications  
Knowledge of Windows, Mac OS, iOS, Chromebooks  
Knowledge of Adobe, Google Apps, iOS apps deployment  
Knowledge of peripheral devices such as printers, scanners, projectors, document cameras, etc.  
Knowledge of sound and video equipment

#### MAJOR RESPONSIBILITIES AND DUTIES:

Identify and resolve technology hardware and software problems  
Install and test computer hardware, software, and upgrades  
Provide primary support for educational technology and integrated learning systems  
Provide training for all educational technology including a variety of educational software and devices  
Provide assistance to faculty and students to identify and correct equipment and software related problems  
Comply with policies established by federal and state laws, State Board of Education rules, and local board policies

#### WORKING CONDITIONS (Mental Demands/Physical Demands/Environmental Factors):

Frequent district wide travel and occasional statewide travel; occasional prolonged and irregular hours; repetitive hand motions; prolonged use of computer; lifting and moving of heavy equipment; stooping, bending, and kneeling; work on-call and after hours

TERMS OF EMPLOYMENT: 226 Days

SALARY RANGE: Call for Salary Information

BEGINNING DATE: Immediately  
REPORTS TO: Director of Information Technology  
LOCATION: CISD Technology Department  
APPLICATION DEADLINE: Until Filled  
APPLICATION PROCESS: In District Applicants — submit a letter of interest, up- dated resume, and copies of all applicable licenses and certifications  
Out of District Applicants — submit a letter of interest, a resume, a CISD Maintenance Application, copies of all licenses and certifications, three (3) letters of recommendation from past employers or supervisors.

CONTACT: Donna Porter, Ed.D.  
Assistant Superintendent  
#1 Bulldog Drive  
Carthage, Texas 75633 (903)  
693-3806

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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#### An Equal Opportunity Employer

Carthage Independent School District is an equal opportunity employer and does not discriminate on the basis of age, national origin, race, color, sex, religion, disability or against any legally protected group.