

CABELL COUNTY PUBLIC SCHOOLS JOB DESCRIPTION: EXTRACURRICULAR SYSOP

POSITION: Alternative School/CCCTC/Elementary/Middle School Computer Technology Systems Operator (Sysop)

REPORTS To: Principal

EMPLOYMENT TERM: 200 days

SALARY: \$1800

QUALIFICATIONS:

1. Current employee working full-time at job site.
2. Demonstrates knowledge and ability to conduct staff development and in-service for all school employees.
3. Experience in the use of the following:
 - o Current desktop operating system for classroom computers (Windows)
 - o Digital devices including cameras, ELMOs, Smart Boards
 - o Email
 - o Internet
 - o Currently adopted Office Suite software including Office 365
 - o Web page content entry
4. Other qualifications deemed necessary by the school principal.

DUTIES AND RESPONSIBILITIES:

1. Promote and support integration of technology through staff development and timely individual assistance
2. Maintain a current school web page
3. Distribute, collect and maintain AUP's for all building computer users each year
4. Verify all students are trained in cyber safety each year
5. Trouble-shoot hardware and software
6. Run virus/malware (spyware, adware, etc.) scans when necessary
7. Image computers when appropriate
8. Monitor network
9. Maintain an accurate technology inventory
10. Install software when required by the Technology Office
11. Communicate technical problems to appropriate persons in the Central Office Technology Department
12. Review and evaluate new programs
13. Maintain software license file
14. Maintain network user identification
15. Participate in SYSOP meetings and training sessions
16. Prepare and submit the Digital Divide Survey accurately and on time
17. Use an easy method for teachers and other employees to let you know when technology is not working
18. Other duties may be assigned