

Cabell County Schools
Job Description
SYSOP: Computer Technology Systems Operator
Elementary, Middle, Crossroads Academy, CCCTC
(Extra-Curricular)

Position: SYSOP: Elementary, Middle, Crossroads Academy, CCCTC

Supervisor: Principal/Assistant Principal

Location: As per posting

Salary: As per Cabell County pay schedule

Qualifications:

1. Must hold a current WV Professional Teaching Certificate
2. Demonstrate knowledge and ability to conduct staff development and in-service for all school employees.
3. Experience in the use of the following:
 - Operating systems for Cabell County Schools computing tools (Windows, Apple IOS, Apple Mac OSX)
 - Digital tools for the classroom
 - Network connections and internet access
 - Currently adopted applications and resources for Cabell County Schools
 - Web page content entry and editing
 - Other qualifications deemed necessary by the school principal

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. Redeploy operating systems to computers and tablets as needed
7. Monitor electronic communications for updates to digital systems status.
8. Maintain an accurate technology inventory
9. Communicate technical problems to appropriate persons in the Central Office Technology Department
10. Maintain network user identification
11. Participate in SYSOP meetings and training sessions
12. Perform other responsibilities and duties as assigned by the Principal/Assistant Principal, or Director of Technology.