

Universal School

Job Description

INFORMATION TECHNOLOGY (IT) SPECIALIST

Reports to: Principal	Dates Revised: 01/07/2026
Supervises: N/A	FLSA Status: Non-Exempt

Summary: The IT specialist is responsible for ensuring building-wide functioning of technology for classroom instruction, and administrative functioning, including using tools to establish strong building-wide communication, storage and backing-up of all information.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Troubleshoot building problems thoroughly including checking for hardware errors or damage, confirming that software is properly installed and updated, and checking cable connections to the hardware and in the wiring closets.
- Respond to technology requests in a timely manner.
- Perform routine maintenance on building hardware, cleaning of dirt and dust, and reimaging computers as needed.
- Maintain an inventory listing of all technology hardware and software in the building, and reporting it to the administration for fixed assets reporting.
- Install hardware and software as directed by the administration.
- Coordinate the use of equipment and lab.
- Assist with all technology purchases or donations, including ordering of supplies needed for building technology, including ink/toner and media.
- Share solutions with administration or designated board members with clear, organized documentation.
- Maintain all work areas in an organized manner to facilitate the smooth function of the technology department.
- Maintain a high standard of ethics, abiding by all policies, and respecting confidential information encountered in the course of the position.
- Administrate over server, file share, credentialing and authentication for users
- Have working knowledge on Microsoft Operating System including Server and Office products
- Complying with all Employee Handbook policies
- Regular attendance is an essential function of this job.
- Assumes professional responsibility and attends professional meetings and staff development activities
- Other duties as assigned by the assigned Board member or administration.

Education/Experience

- Minimum of Bachelors' Degree in IT or related.

Skills/Abilities

- Ability to build relationships effectively and professionally with teachers, administration, families and students
- Experience in all areas of school technology, diagnosis and repair
- General knowledge of switches; router knowledge a plus

License/Certification

- NYSED Fingerprint Background Clearance

Work Environment

This job operates in a school environment. This role routinely uses standard equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, move about the room, use hands, reach with hands and arms, stoop, crouch, push, pull, talk and hear. The employee must lift up to 20 lbs. occasionally. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____