



River Bend Community Unit School District #2

Where Everybody is Somebody

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PLEASE POST

POSITION AVAILABLE

FULTON ELEMENTARY SCHOOL/FULTON MIDDLE SCHOOL

K-8 TECHNOLOGY SUPPORT SPECIALIST

JOB DESCRIPTION ATTACHED
(7 hrs. per day)

TO APPLY SEND A LETTER OF INTEREST TO:

JEFFREY HOESE, FES PRINCIPAL
PATRICK HENREKIN, FMS PRINCIPAL

DEADLINE

Internal – September 10, 2026

External – Until Filled

cc: Jeffrey Hoese
Patrick Henrekin
Stacy Gates/Sam Howard

**Technology Support Specialist
River Bend Community Unit School District #2
Job Description**

Title: Technology Support Specialist

Qualifications:

1. ISBE Paraprofessional Approval.
2. Proficiency with using technology and the ability to troubleshoot.
3. Knowledge of instructional practices.
4. Excellent interpersonal skills.

Reports To: Technology Coordinator/Principal

Job Goal: Support and enhance the effective utilization of technology in the instructional process and to maintain the function of technology deployment.

Performance Responsibilities: The technology support specialist will:

1. Act as a resource for teachers to assist them in incorporating technology into lesson plans under the direction of the Technology Coordinator or classroom teacher.
2. Assist teachers in the classroom with teaching digital literacy skills, STEM, coding, makerspace, 3D printing, etc. in the classroom under the direction of the Technology Coordinator or classroom teacher.
3. Monitor, supervise, and provide technology assistance to students as needed.
4. Maintain student enrollment in active directory, Google email accounts and groups, PowerSchool parent/student accounts, and various online curriculum websites and assist teachers and students with login problems.
5. Assist Technology Coordinator and building Principal with PARCC testing, procedures, and device compliance.
6. Provide the first level of technical support by installing and supporting technology equipment such as SMART Board systems, printers, scanners, digital cameras, document cameras, etc.
7. Provide school photographs for website and social media, and ensure parental permission of photographs is enforced.
8. Repair and troubleshoot computer/device issues in a timely manner.
9. Maintain copiers/printers, supplies, logins and passwords. Assist teachers and students with printing problems. Print color copies for teachers and students.
10. Rollout and image new devices when they are purchased to classrooms, staff, and students.
11. Maintain inventory of devices, repair logs, and collection, cleaning, and repairing devices.
12. Assist the Technology Coordinator in maintenance of the telephone/voicemail system.
13. Assist in maintaining network security.
14. Work cooperatively with the school staff and the school improvement teams.
15. Model effective use of technology throughout the building.
16. Research and pilot new devices, software, apps, and websites for educational use.
17. Assist personnel in automating job functions and responsibilities.
18. Attend/assist with in-service opportunities as directed by the Technology Coordinator or building Principal.
19. Support the school camera system and research and print photos as requested by Principal or police.
20. Promote activities for Teen Tech Week (6-12).
21. Perform other duties as assigned by Technology Coordinator or building Principal.

Terms of Employment: School year and summer hours as needed, with salary and benefits to be established by the Board of Education.

Evaluation: Performance of this job will be evaluated annually by the Technology Coordinator/Principal in accordance with provisions of the Board's policy.