



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Analyst, Technical Support Facilitator
FLSA Status: Exempt
Salary Grade, if non-union: SG17
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to provide technical support for Perkins, School-to-Work and Polk County schools initiatives. Maintain a current inventory of expenditures from Perkins, LSA funds, School-to-Work and local budgets.

Essential Functions of this Job

Develop coordinate and produce media from concept to completion including, but not limited to, audiovisual presentations, print materials photographs, video and audio recordings and computer files for use in implementation, promotion and documentation Carl Perkins and School-to-Work grant initiatives. Perform setup/tear down of all audiovisual equipment for live events. Provide technical support to CTAE staff as required to maintain program equipment, communication and marketing technologies. Develop and maintain website for CTAE Department Collect business partner information and other data for a database as related to CTAE and School-to-Work initiatives. Assist in the collection of information regarding students, staff, business partners and community representatives in local, state and federal initiatives. Research new technology in order to purchase or upgrade equipment. Conduct and maintain a current inventory of equipment purchased through Perkins/CTAE/LSA/School-to-Work funds.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Understanding of Carl Perkins, local and School-to-Work initiatives. Knowledge of technology, technical support for computer and audiovisual systems, telephone and communications systems. Good

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communication skills and proficiency within broad range of media applications. Ability to work with multiple projects and assignments. Demonstrated ability to work with a broad range of stakeholders. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

College degree or demonstrated experience in technical support. Experience in media and communications.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 9805
EEO5: 43
Approval Date: 2012-11-13
Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.