

Job Title: Technology Assistant
Reports to: Director of Technology
Dept./School: Districtwide Responsibilities

Wage/Hour Status: Non-Exempt
Salary: Paraprofessional Pay Scale
Date Revised: August 7, 2009

Primary Purpose:

Facilitate the effective use of technology throughout the school district. Provide technical support in the use and repair of technology hardware/software. Assist in the implementation the technology development and training program.

Preferred Qualifications:

Education/Certification:

Special training in technology use and repair; high school diploma (or equivalent) and/or other appropriate training and experience

Special Knowledge/Skills:

Knowledge of computer hardware and software applications;
Ability to develop and deliver technology/software training to adult and student learners;
Ability to perform on-site technical work to install/maintain computer equipment and network/software applications throughout the district; and
Respond to or assign work order requests by diagnosing and repairing technology problems.

Experience:

Two years experience in a technology related area working with computer hardware and software applications.

Major Responsibilities and Duties:

1. Provide technical expertise to district personnel in the implementation and continuation of effective technology throughout the district.
2. Provide on-site assistance to district staff with technology problems and questions.
3. Perform upgrades to district approved software and hardware.
4. Maintain district and campus technology equipment in a functional and effective state.
5. Assist in the selection of technology equipment and software
6. Assist in development and maintenance of all physical and computerized reports, records, and other technology documents required.
7. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the area of technology.
8. Other duties assigned as assigned by supervisor.

Supervisory Responsibilities:

Supervise personnel that may be assigned for special tasks.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Climbing, stooping, bending, and kneeling, frequent use of small hand tools and electronic test equipment, frequent districtwide travel. Occasional prolonged and irregular hours. Maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by Ned Burns, Superintendent

Date August 7, 2009