

Somewhere ISD Technology Department

Dirk D Dykstra, Director of Technology

JOB TITLE: Campus Technology Assistant **WAGE/HOUR STATUS:** Non-Exempt

REPORTS TO: Campus Principal (Primary), Director of Technology

DEPT./SCHOOL: Assigned campus **DATE:** April 10, 2006

PRIMARY PURPOSE:

Work under general supervision of the campus principal to assist students and teachers in use of computers and educational software on campus and in the computer lab. Assist the District Technicians in repairing and maintaining Technology equipment.

QUALIFICATIONS:

Education/Certifications:

High School Diploma or GED

Paraprofessional Certification & meet No Child Left Behind Act requirements of Associates Degree or 60 semester hours of college

A+ Certification or willingness to acquire within two (2) years

Special Knowledge/Skills:

Knowledge of installation, troubleshooting, and repair of computer-related equipment and peripherals including but not limited to computers, printers, monitors, CD-ROMs, network cards, sound cards

Knowledge of Windows 95/98/2000/XP operating systems and software applications, including A+LS and Compass

Effective interpersonal, organizational, and communication skills

Experience:

Experience with troubleshooting problems with a variety of computer operating systems and hardware configurations

Experience in working with computer networks

Experience working with teachers and students in a variety of environments

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist teachers and students in use of computers, printers, and instructional software
2. Input data and maintain physical and computerized files on student progress and use of instructional programs.

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3. Maintain computer lab in a neat and orderly manner including bulletin boards and displays.
4. Perform computer backups on a regular basis.
5. Help supervise students during arrival and dismissal from school.
6. Assist with office and workroom clerical duties as needed.
7. Participate in staff development, faculty meetings, and special events as needed.
8. Maintain confidentiality of student and staff information.
9. Assist in the setup and maintenance of computer systems and other campus technologies
10. Assist the Technology Department as needed in major technology installations in the District.
11. Assist in the troubleshooting and maintenance of campus computers and networks.
12. Install licensed software and keep current with technology advancements.
13. Keep informed of and comply with state and district policies and regulations, as well as District procedures, concerning technology and its use.
14. Keep proper records documenting daily work, work orders and inventory changes.
15. Keep office and work areas organized and safe.
16. Any additional duties as assigned

WORKING CONDITIONS:

Supervisory Responsibilities:

None.

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; handle multiple projects simultaneously

Physical Demands/Environmental Factors:

Standing; bending; and lifting heavy objects often required.

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

Approved by: _____ Date: _____
Campus Principal

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Director of Technology

Reviewed by: _____ Date: _____

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