

# Somewhere ISD Technology Department

Dirk D Dykstra, Director of Technology

**JOB TITLE:** Technology Assistant      **WAGE/HOUR STATUS:** Non-Exempt  
**REPORTS TO:** Director of Technology      **PAY GRADE:** 16,000 starting  
**DEPT./SCHOOL:** Technology Department      **DATE:** April 10, 2006

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**DAYS IN CONTRACT:** 226

## **PRIMARY PURPOSE:**

Assist the Technology Department staff in repairing and maintaining Technology equipment and assist the Director of Technology as needed.

## **QUALIFICATIONS:**

### **Education/Certifications:**

High School Diploma or GED

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

### **Special Knowledge/Skills:**

Some 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

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

Effective interpersonal, organizational, and communication skills

### **Experience:**

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

Some experience in working with computer networks

Some experience in office duties

Some experience in inventory and purchasing

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## MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist in the setup and maintenance of computer systems and other campus technologies
2. Work with Technology Department as needed to assist in major technology installations in the District
3. Assist in the troubleshooting and maintenance of campus networks
4. Install licensed software and keep current with technology advancements
5. Keep informed of and comply with state and district policies and regulations, as well as District procedures, concerning technology and its use
6. Keep proper records documenting daily work and inventory changes
7. Organize office and work areas
8. Any additional duties as assigned

## WORKING CONDITIONS:

### **Mental Demands:**

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

### **Physical Demands/Environmental Factors:**

Frequent district-wide and statewide travel (must have an automobile); occasional prolonged and irregular hours; standing; bending; and lifting heavy objects often required.

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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 (supervisor): \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by (employee): \_\_\_\_\_ Date: \_\_\_\_\_

Approved by (Human Resources): \_\_\_\_\_ Date: \_\_\_\_\_

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