

Technology Assistant

Desired Qualifications:

Strong communication and human relations skills.

Effective organizational and leadership skills.

Knowledge of and skills in instructional technology.

Effective instructional skills for adults and students.

Reports to:

Technology Coordinator and Building Principal

Position Goal:

To create a technologically rich environment by assisting staff and students with technology.

Functions of Technology Assistant:

Relay information on in-service, surveys, etc. Forward journal articles, URL's, and other technology related items to staff.

Lead Training sessions for new software and system upgrades. Attend summer in-service and faculty in-service.

Assist in answering questions on entering progress reports, report cards, grades, new schedules, and registration. Answer questions regarding use of the Internet, Internet searches, and a variety of programs. Assist teachers in completing projects using word processing, data base, and spreadsheet applications. Help teachers reset data and program folders for school management and student assessment.

Trouble shoot and check to make sure all the parts are functional, provide maintenance, and perform installations. Investigate and troubleshoot problems with file servers, software applications, e-mail, etc., reporting major problems to the technology coordinator. Technology assistants are the first contact person for staff.

Assist teachers and provide them with ideas and suggestions to infuse technology in the classroom.

Assist with tracking technology inventory within the building.

Serve as a technology resource in curriculum formulation.

Update software on computers.

Give input into training initiatives, equipment & software acquisitions, budgeting priorities, and formulation of the District Technology Plan.

Provide grant writing assistance.

Attend monthly tech assistant meetings.

Other duties as assigned by administration.

Terms of Employment:

Salary and work year to be established by the board and master contract.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.