

FAIRFIELD AREA SCHOOL DISTRICT

TITLE: Technology Assistant

POSITION DESCRIPTION:

The technology assistant will assist the School District faculty and staff to engage in technology operations, in support of the technology coordinator. This position must exhibit the skills necessary to implement technology systems and software programs in an educational setting, including the installation and maintenance of such systems. He/she must possess and utilize the interpersonal skills necessary to communicate this area of expertise with District personnel. This is a twelve (12) month position with compensation established by the Board of School Directors.

QUALIFICATIONS:

- Applicant must possess a high school diploma or its equivalent.
- Experience with technology applications in a school setting is preferred.
- Technical experience with hardware, networking, website development, data input, and software installation, maintenance, and troubleshooting.
- Must have the ability to work with people and help them with technology related challenges.

REPORTS TO: Superintendent

EVALUATION: A formal evaluation will be completed twice annually by the Superintendent in January and June.

PERFORMANCE RESPONSIBILITIES:

- In support of the technology coordinator, assist in the installation, maintenance, inventory, and use of District technology, including hardware, software, peripherals, and District chosen technology vendors.
- Provide technical support to District personnel as they use technology in the workplace.
- Maintain proficiency with District software and hardware systems.
- Maintain the District website.

- Model the proper and ethical use of technology and electronic communication as required by District Policy.
- Attend training workshops and sessions as needed.
- Provide technical assistance and data entry for District employees using applications that track student academic progress using technology to maintain records of student achievement.
- Assist in the integration of technology applications in the k-12 curriculum.
- Perform all other duties as assigned by the technology coordinator.

ESSENTIAL JOB FUNCTIONS:

- Exhibit effective communication skills in oral, written, and electronic methods.
- Applies good time management, and organizations skills.
- Travel to school District buildings, offices, and classrooms for implementation of duties.
- Function effectively in a variety of conditions.
- Complete assigned tasks with minimal supervision.
- Organize and manage your work area.
- Install and configure software on District computers.
- Assist the technology coordinator with other issues related to current and future technology initiatives.

Board Approved: September 22, 2008