



TITLE: TECHNOLOGY ASSISTANT

QUALIFICATIONS:

1. Ability to work effectively with students, staff, and parents.
2. Ability to work independently with minimum supervision.
3. Good organizational skills including scheduling and resource allocation and utilization.
4. Knowledgeable in current technology and software.
5. Ability to work after school hours.

REPORTS TO: Technology Coordinator

SCOPE OF WORK:

The Technology Assistant oversees and maintains the computer equipment so that staff and students can make optimal use of the technology. Assists users with the operation of the equipment or software. The Technology Assistant is available to assist with technology needs throughout the school sites.

PERFORMANCE RESPONSIBILITIES:

1. Set up new computers and related equipment and configure new computers for network and internet access to ensure technology equipment is available as needed.
2. Provide general maintenance of technology equipment and prioritizing problems in order to ensure that equipment is operational and ready for use by students and staff.
3. Provide assistance and/or in-service on the use of software and hardware.
4. Assist in the maintenance of network user accounts for current and new staff and students.

TERMS OF EMPLOYMENT: Stipend and work hours established by Hollandale School District

EVALUATION: Performance of this job will be evaluated annually by the Technology Coordinator and Superintendent.