

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT

JOB DESCRIPTION

Title:	TECHNOLOGY ASSISTANT	File 503
Reports to:	Technology Coordinator	
Job Objective:	Provides technical expertise and manual skill in the installation, servicing, and repair of the district's technology equipment.	
Minimum Qualifications:	<ul style="list-style-type: none">• Strong technical skills as evidenced by an associate degree and/or equivalent combination of computer training/work experience.• Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.• Complies with drug-free workplace rules and board policies.• Ability to establish working relationships with co-workers and function as part of a cohesive team.• Strong diplomacy skills. Ability to work with a wide range of end-user interest and skill levels.• Available to work irregular hours and/or a non-traditional schedule.• Experience in LAN/WAN connectivity and the installation, maintenance, and repair of computer hardware and software.• Knowledge of the curriculum process and software applications appropriate for diverse instructional settings and user abilities.• Commitment to keeping current with technological advances.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Oversees the preservation of district's technology equipment. Upholds rules and procedures that promote the proper use, care, and security of equipment. Works with building staff to address equipment security.• Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.• Receives, inspects, and tests equipment and software.• Installs network wiring and connections (e.g., servers, hubs, routers, etc.).• Sets up and maintains file servers (e.g., users and groups, space allocations, backups, etc.) for local and wide area networks (LAN/WAN).• Performs preventive maintenance and routine cleaning of equipment. Repairs equipment. Keeps work areas orderly. Maintains repair records.• Keeps the technology coordinator informed about work progress. Avoids disrupting building activities except during emergencies.• Works with the district technology coordinator to schedule repairs by outside vendors. Ensures that program equipment is operational and available when needed.• Requests permission and follows board-approved procedures for the disposal of fixed assets.• Manages the district's help desk. Addresses equipment/performance problems (e.g., trouble shoots technology equipment/software, cable connections, re-sets switches, etc.).• Provides technical support to help students and staff use computers, software programs, printers, and other peripherals effectively. Prepares training materials and instruction sheets.• Establishes and manages user accounts. Disables accounts and associated files at the end of the school year.• Maintains accurate records and submits reports on time.• Works with teachers to explore adaptations that will enhance classroom activities.• Assists with the development and maintenance of the district's web site.• Work with the technology committee to update the district's technology plan. Helps prepare competitive bid specifications.• Assists with the preparation of foundation/grant proposals as directed.• Arranges software demonstrations. Notifies staff about new acquisitions.• Provide individual and small group opportunities for training and problem solving.	

- Works with supervisors to help staff improve proficiency with technology resources. Helps plan and present in-service programs.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working
Conditions**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.