

TITLE: Technology Assistant

REPORTS TO: Superintendent

FAIR LABOR STANDARDS ACT (FLSA): Non-Exempt. This position is an hourly position.

QUALIFICATIONS:

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. High School Diploma.
4. Technical knowledge and experience in computer technical support.
5. Ability to manage multiple demands.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. Must be proficient in English both oral and written.

JOB GOAL: Under the direction of the Superintendent, develop and coordinate all matters involved in the technology program of the district.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties

1. Assists staff on the use of district email.
2. Assists staff on the use of the Internet for research purposes.
3. Troubleshoots problems with desktop software.
4. Sets up needed technology and media equipment for staff training.
5. Follows all District policies and those contained in the appropriate district handbook.
6. Assists in coordinating the maintenance of the district's Local Area Network (LAN) system utilizing outside support from vendors, independent contractors, etc.
7. Have an awareness of the many technical developments in the district.
8. Assist in the development of the technology budget.
9. Work cooperatively and productively with the school administration and faculty.
10. Makes recommendations for updating the district's hardware inventory.
11. Makes recommendations for updating the district's software license inventory.
12. Assists in ordering hardware and software, and other technology equipment within the confines of the annual operating budget.
13. Represent the district as a member of the Linn-Benton-Lincoln Education Service District's

(LBL-ESD) District Technology Advisory Committee (DTAC).

14. Coordinate Wide Area Network (WAN) maintenance and upgrade issues with LBL-ESD, including electronic mail, AS400 utilization, Internet access, and other network-related issues.
15. Assumes other duties as assigned by the Superintendent.

III. Timeliness

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Manages time properly.
2. Returns requests for information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
4. Arrives on time and work scheduled hours.
5. Notifies the building administrator in the event of illness.
6. Promptly informs the building administrator of problems that need attention.

Physical Qualifications: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary.

Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 50 pounds, and occasionally lift, carry, and/or move up to 100 pounds.

Terms of Employment: The Technology Assistant may be employed for up to 12 months per year. Wage and benefits are as outlined and agreed to in the collective bargaining agreement between Monroe School District #1J and OSEA Chapter #83.

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated annually.

Reviewed by: _____ **Date:** _____