

EDUCATIONAL TECHNOLOGY ASSISTANT

Reports To: Director of Technology

Qualifications: Passion and experience with educational technology
Technology Certifications and Certificates preferred
Strong customer service skills, attention to detail and highly organized
Required Criminal History Background check and proof of U.S. citizenship or resident alien status.

General Description: Hourly position to assist Technology Department on an as needed basis to improve student achievement, productivity and operations. Work with staff to support district vision, Board goals and technology initiatives.

Major Duties and Responsibilities:

1.0 DISTRICT

- 1.1 Participate in planning and assist with implementation of various technology projects.
- 1.2 Assist with disaster recovery planning and business continuity when needed.
- 1.3 Be available outside of school hours in case of emergency.
- 1.4 Work a flexible schedule as necessary to meet the needs of the district.
- 1.5 Adapt quickly to changing technology environment; participate in relevant technology training, stay current with trends; research, update technology knowledge and skills as it relates to academic technology.
- 1.6 Assist with testing and evaluation of academic technology and software
- 1.7 Assist teachers by customizing technology to meet classroom needs, document system changes while considering the impact of local changes on the entire organization
- 1.8 Support district vision, Board goals and technology initiatives
- 1.9 Supports IT department operations and performs duties as assigned.

Term of Employment: as determined by the Board of Education resolution

Evaluation: In accordance with Board of Education policy and State Administrative Code.

Adopted: 2017