

## Technology Department Assistant Job Description

**Purpose:** The Technology Department Assistant provides the department support with hardware, software, inventory, and assists with special projects. To accomplish these tasks, the Technology Department Assistant works closely with the technology department, district staff and administration of USD 434.

**Responsible to:** Technology Coordinator

**Duty Year:** A twelve-month assignment

**Payment rate:** \$12.00 - per hour according to experience

**Qualifications:**

- High School Diploma or equivalent
- Post-secondary formal training leading to a degree, the completion of a degree program or equivalent experience in the area of computer productivity suites
  - Good computer operating system skills
- Adept with using Macintosh and Windows computers and Chromebooks.
- Thorough knowledge with Macintosh, Windows, and Chrome operating systems
- Proficient with Microsoft Office Suite 2007-2010 and using Windows 7 to support district-wide administrative functions
- Strong communication skills (written and oral)
- Excellent organizational skills
- Self-motivated
- Experience with emerging technologies
- Experience with database application entry and maintenance
- Basic knowledge with hardware repair; Macintosh and Windows

**General Responsibilities:**

1. Provide daily technology support to buildings; troubleshoot computer hardware, software, and peripherals issues
2. Manage Chromebook inventory management, including issuing Chromebooks to students, updating Chromebook repairs log and Admin Console, and keeping Chromebook inventory updated
3. Assist with technology department special projects, including applying images and configuring computers
4. Assist with software, hardware, and building inventories
5. Assist with summer maintenance, including Chromebook rotation and lab maintenance
6. Assist with summer projects, inventory all new equipment, set up new teacher laptops, maintain the return to inventory of equipment from exited students and staff
7. Facilitate recycling
8. Maintain current building, staff, and student hardware inventories
9. Assist with resolving Tech Request tickets
10. Participates in technology staff development activities
11. Participate in the short-range and long-range plans for district technology usage
12. Keep abreast of new information, innovative ideas and techniques
13. Maintain a high standard of safety, cleanliness, and efficiency in all technology maintenance and repair projects
14. Assist with district telephone system database
15. Other duties as assigned by the Technology Coordinator
16. Adheres to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan
17. Supports and implements the mission of Santa Fe Trail USD 434

**Physical Requirements/Environmental Conditions:**

- Prolonged sitting or standing

- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials
- Requires stooping, kneeling, crawling, bending, turning, and reaching
- Independent travel from location to location
- Must work in noisy and crowded environments
- Must work in and around dust, fumes, etc.