

**PATHWAYS TO COLLEGE K-8
JOB DESCRIPTION**

TITLE:	Technology Associate
CATEGORY:	Classified Non-Exempt
REPORT TO (BY TITLE):	Executive Director/Principal
SALARY RANGE:	11
SALARY SCHEDULE:	Classified Contract
WORK YEAR:	11 Months

POSITION DESCRIPTION

Under the direction of the Executive Director/Principal, the Technology Associate will perform a variety of technical duties involved in the operation, maintenance, modification, and repair of school computers and related hardware; troubleshoot, diagnose, and perform general maintenance repairs to school computers and peripheral equipment.

DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Duties may include, but are not limited to the following:

- Perform a variety of technical duties involved in the operation, maintenance, modification and repair of school computers and related software; upgrade hardware and software as needed; assure proper operation of school computer systems and related equipment.
- Troubleshoot, diagnose and perform general maintenance and repairs to school computers and peripheral equipment; respond to requests for hardware and software assistance and repair; maintain software; assure proper configuration of computer systems and resolve malfunctions; arrange for outside repairs as necessary; review repairs by outside agencies for completeness and accuracy.
- Install hardware, software and cabling; organize and arrange new computer systems and related equipment.
- Research, preview and make recommendations concerning the purchase of new equipment and software in accordance with school standards; assist in the development and implementation of school plans for computer utilization and programs as assigned; obtain quotes for new technologies.
- Prepare and maintain a variety of records and reports related to financial activities, computer hardware and software, purchase orders and assigned duties.
- Assists classroom teachers with technology lessons in the classrooms and provide technical support.
- Provide instruction and assistance to students and staff in the use of computers and related peripheral equipment including terminals, laptops, printers and scanners, digital and video cameras; answer questions and perform related demonstrations as necessary.

- Communicate with school personnel, outside agencies and members of the community to exchange information, coordinate activities and resolve issues or concerns.
- Perform clerical duties related to assigned activities including composing letters and processing forms and applications.
- Order, receive and maintain inventory of hardware and software as directed; verify and approve invoices; prepare purchase requisitions.
- Operate a variety of computer repair equipment and hand tools.
- Evaluate student needs for the purpose of determining appropriate technology and services to meet educational goals.
- Locate/acquire specialized software and devices for the purpose of student use and support.
- Recommend appropriate software, hardware, and other assistive technology equipment for the purpose of student and staff use.
- Attend assigned meetings, conferences and in-services.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of computer technology;
- Adhere to the applicable technology and social media policies;
- Safe practices in technology center activities;
- Diagnostic techniques and procedures used in computer repair;
- Methods and procedures of operating electronic computers and peripheral equipment; computer hardware systems, software applications and languages utilized by the school;
- Proper methods of storing equipment, materials and supplies;
- Oral and written communication skills; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy;
- Technical aspects of field of specialty; recordkeeping and report preparation techniques; basic math.

Ability to:

- Perform a variety of technical duties involved in the operation, maintenance, modification and repair of school computers and related software;
- Troubleshoot, diagnose and perform general maintenance and repairs to school computers and peripheral equipment;
- Operate computers and peripheral equipment properly and efficiently; install and configure various hardware, peripheral equipment and software applications;
- Provide technical guidance and recommendations concerning existing computer programs and systems;
- Communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others;
- Determine appropriate action within clearly defined guidelines;
- Understand and follow oral and written instructions; observe health and safety regulations;
- Plan and organize work; maintain records and prepare reports; make basic math computations.

Working Conditions:

- Environment: Indoor work environment; computer lab environment.

Physical Requirements:

- Dexterity of hands and fingers to operate a computer keyboard and peripheral equipment; sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students; reaching overhead, above the shoulders and horizontally.
- Seeing to view a computer monitor and to monitor student activities; hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects.

Education and/or Experience:

- Equivalent to graduation from high school or equivalent; preferred completion of two (2) years of study at an institution of higher education (college level) or 48 semester units, including a math and an English class or obtain an Associate's degree or higher in a related field of study.
- Good general background and work experience, including one (1) year of paid or volunteer experience working with school-aged children desired.

Background Checks/Testing:

- Must pass a Live Scan (criminal background check via fingerprinting)
- Provide a clear TB test