

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: TECHNOLOGY SUPPORT ASSISTANT

EMPLOYEE CLASSIFICATION: Non-Exempt, Classified

MINIMUM QUALIFICATIONS:

- Strong interpersonal and communication skills
- Some experience and/or education in network administration, instructional technologies, computer hardware and software troubleshooting/repair, and CCTV installation and troubleshooting preferred.
- Appropriate experience in computer and other technology use, configuration and setup.

OVERVIEW OF JOB DESCRIPTION: Candidate will primarily support the Technology Director and the Technology Support Specialist in filling technology work orders around the district.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state, and federal law and adheres to State Department of Education and local school board policy.
2. Responds to and completes technology work orders. This is the primary responsibility of this position.
3. Assists with installing appropriate and adopted software.
4. Assists and provides instruction to sites on the configuration and use of the student management software.
5. Assists with the configuration and use of the district's network.
6. Assists with providing computer and peripheral maintenance and repair.
7. Assists with the maintenance of the firewall security system for internet access and in establishing levels of security for access to the internet.
8. Assists in the determination of hardware and software specifications for the district.
9. Assists with the maintenance of the district network ensuring that all wiring is operable and up to code.
10. Assists with the district's website. Updates district website information as needed.
11. Assists with providing technical support and maintaining the district-wide telephone system.
12. Assists with the maintenance of the security on district servers and performs daily backup of all files.
13. Assists with performing annual maintenance on all computers. Performs any additional maintenance as needed.
14. Assists with the inventory of all computers, hardware and software including locations, type and condition as appropriate.
15. Assists with installation, maintenance, and operation of district video surveillance including busses.
16. Relates and communicates positively with school staff, students, parents and administrators.
17. Provides training for staff on an individual and small group basis.
18. Attends workshops and training sessions to enhance skills and keep current with technology.
19. Participates in seminars, workshops and professional development opportunities.
20. Performs other related duties as necessary and assigned.

REPORTS TO: Technology Director, Technology Support Specialist

TERMS OF EMPLOYMENT: Salary determined by individual training and experience level on approved salary schedule. Work year is determined to be from June 1st to October 1st.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Governing Board's policy on Evaluation of Classified Personnel and will be conducted by the Technology Director.

ADA ACCOMODATIONS: Decisions regarding appropriate and reasonable accommodations will be based upon the merits of each situation. The principal criteria for such decisions will be to support the employee in effectiveness and safety.