

SECTION 393 TECHNOLOGY ASSISTANT

POSITION TITLE: Technology Assistant
 REPORTS TO: Director of Technology, Building Principal

QUALIFICATIONS:

1. Must maintain confidentiality.
2. High school diploma. (additional related training desirable but not required.)
3. Previous experience and general knowledge of library procedures, computer operations and audio visual equipment.
4. Ability to keep accurate records and provide reports to Director of Technology as needed.
5. Computer keyboarding skills, general secretarial and clerical skills.
6. Ability to operate equipment such as computer, typewriter, copier, TV, VCR, laminator, and fax machine.
7. Strong personal attributes in human relations, oral and written communication.
8. Ability to assume responsibility, display initiative, and exercise good judgment.
9. Ability to properly handle emergency situations.
10. Ability to work in a positive manner with students, staff, and the community.

GENERAL RESPONSIBILITIES:

Assist in providing a well-organized, smooth functioning Technology Center where teachers and students can take full advantage of available resources. The technology assistant shall also assist in providing services which help teachers instruct children through the use of educational media. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

1. Maintain confidentiality.
2. Assist with circulation of print and non-print materials including the inter library loan process, shelving of materials, and compiling overdue records and annual reports.
3. Assist students and staff with the use of the Technology Center. This will include answering questions and demonstrating the proper use of equipment, software and the operation of audiovisual and production equipment.
4. Gather materials, set up displays, and maintain bulletin boards for the technology center.
5. Coordinate and schedule the use of materials and equipment.
6. Responsible for typing, filing, duplicating materials and record keeping.
7. Run computer system with efficiency.
8. Assist in loading software for classrooms and computer lab and technology center.
9. Assist in supervising student Internet activity.
10. Change back-up tape for the computer network server daily.
11. Compile circulation statistics and other information as needed.
12. Process new materials as per the direction established by the Director of Technology.
13. Maintain library media catalogs as directed.
14. Complete laminating.

SECTION 393 TECHNOLOGY ASSISTANT continued

ESSENTIAL FUNCTIONS: (continued)

15. Answer phone extension and route incoming calls appropriately.
16. Maintain supplies for library and technology center.
17. Keep inventory up to date for all AV computer equipment in building.
18. Assist in video taping needs for building and monitor taping rights.
19. Assist with opening and closing the technology center, including turning on and off all equipment, running reports, etc.
20. Perform basic preventative maintenance and minor repairs on equipment.
21. Assist with troubleshooting minor computer, printer, and software problems. Report all problems to technical support.
22. Maintain media collection as directed.
23. Supervise and discipline students as needed.
24. Assist with supervision of technology center student assistants.
25. Facilitate distance learning studio.
 - a. Turn on and check equipment each morning.
 - b. Monitor student attendance during class
 - c. Monitor student behavior during class and alert administration with any problems.
 - d. Administer and monitor test taking.
 - e. Fax assignments/tests to host site.
 - f. Video tape class for prearranged absences.
 - g. Provide communication for students, school and CESA.
 - h. Troubleshoot any equipment problems.
 - i. Set up for evening classes.
 - j. Turn equipment off each evening.
26. Provide district video taping service.
 - a. Distribute monthly television program listings.
 - b. Tape PBS programs including night block feeds.
 - c. Dub PBS programs for all schools.
 - d. Provide requested programs for staff.
27. Manage the high school video distribution system.
 - a. Post daily on-air announcements.
 - b. Play tapes upon request.
28. Coordinate Educational Access Channel 34.
 - a. Post monthly on-air announcements.
 - b. Play tapes upon request.
29. Maintain video equipment inventory and checkouts.
30. Assist teachers and students with video production equipment and software.
31. Set up audiovisual equipment for auditorium use.
32. Set up audio visual equipment for after-hours use.
33. Maintain confidentiality and loyalty to employer.
34. Perform other responsibilities as assigned by the building LMS, Principal, or Director of Technology.

WORKING CONDITIONS:

Primarily library and computer lab environments; exposed to noise and contact with students.

1st Reading: Feb. 28, 2000
2nd Reading: March 13, 2000
Approved: March 13, 2000
Portage Community Schools
Section 393 – Technology Assistant