

# Computer / Technology Assistant

## Job Description

The Computer / Technology Assistant should achieve a good understanding of computers and networks by working directly with the Computer Technology Coordinator. This individual should have a willingness to learn, and the ability to adapt to the ever changing computer world as it effects the school environment. This employee will work closely with colleagues and students while maintaining a professional attitude and an understanding manner.

## Activities:

### Servers/Client computers

- Perform routine tasks under direct supervision
- Set up of passwords, email, maintain folders and security settings
- Maintain, implement, configure, and repair all computer systems and related equipment.
- Install and configure computer software.
- Trouble shoot problems and provide support to all users.

### PowerGrade and PowerSchool

- Input and export of data.
- Provide training and support.
- Mentor new teachers
- Attend PowerSchool meetings

### Web Page

- Development and Ideas.
- Learn software and help with updates.
- Assist with teacher web page issues and training.

### Technology use / Computer instruction

- Check computer cart sign out sheet and deliver cart to classes.
- Provide assistance when computers are used for curriculum instruction.
- Teach computer classes as assigned.

### General Duties

- Attend faculty meetings
- Additional duties not related to computers
- Possibility of heavy lifting

### Professional Development

- As requested by administration

## Qualifications:

A Bachelor's Degree in Instructional Technology or Computer Field with Teacher Certification is preferred. The desired candidate should have instructional technology experience in an educational setting. The candidate must have instructional knowledge of elementary school software and the Microsoft Office package. Excellent written and oral communication skills are necessary. Candidate should possess a willingness to work with adults one-on-one or in a group setting. The willingness to work as part of a team is essential.

**Salary:** Commensurate with certification and experience

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