

TITLE: Technology Assistant

DATE: November 2000

DEPARTMENT: Hannahville Indian School

DIVISION: Technology

POSITION SUMMARY: Assist the Technology Coordinator with the inventory of hardware and software of computer and the audio visual equipment in the school. Load software onto computer located throughout the school. Trouble shoot any problems detected by teachers as noted on Work Order forms.

SUPERVISION RECEIVED: Works under the direct supervision of the Technology Coordinator.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES: Assist middle, high school teachers in using technology in the classrooms as directed by the technology coordinator. Supervise activities and assist middle school and high school teachers in classroom use of the computer lab.

Assist technology coordinator with record keeping and correspondence.

Install computer software, troubleshoot computer equipment and software problems. Communicate with hardware and software vendors to solve operational problems as direct by the technology coordinator.

Assist in the maintenance of equipment, software and video inventors.

Assist in the summer maintenance of equipment.

Assist in the supervision of youth workers as directed by the technology coordinator,

PERIPHERAL DUTIES: all other duties as assigned by the technology coordinator.

DESIRED QUALIFICATIONS: Associates degrees or a minimum of 2 years relevant experience. Strong written, verbal and interpersonal communication skills. Elementary and/or secondary teacher aid experience preferred. Skills in the application of technology in teaching and learning. Experience in manage Windows environment and local area networks including Windows NT.

TOOLS AND EQUIPMENT USED: Computers, scanners, fax machines, copiers, and telephones. As well as Audio/video equipment, and digital cameras.

PHYSICAL AND METAL DEMANDS: Individual must be able to lift at least 25#, and be able

to sit for prolonged periods of time at a computer terminal. Ability to stoop and bend down to reach computer lines and cables.

**WORK ENVIRONMENT:** Is usually done a classroom setting, make require some outside work. Noise level is usually moderately quiet, pleasant and comfortable with little or no exposure to injury or health hazards.

**SELECTION GUIDELINES:** Completed employment application and resume, if desired, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change.

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