TITLE: **Instructional Technology Assistant**

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Completed two (2) Years of study at an institution of higher education; or
3. Obtained an associate’s (or higher) degree; or
4. ~~Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing and mathematics (or, as appropriate, reading readiness, writing readiness and mathematics readiness)~~ Has two 2 or more years of experience working with education technology, or computer technology in another field, or the equivalent.
5. Possess qualities for working with ~~school aged~~ students and teachers
6. Has experience working with children in an organized setting
7. Has demonstrated the ability ~~or potential~~ to communicate and work effectively with students, parents and staff

REPORTS TO: Principal or ~~designee~~ Director of Technology

JOB GOAL: To assist ~~technology coordinator~~ in achieving building and district objectives in the area of instructional technology.

PERFORMANCE RESPONSIBILITIES:

1. Assist teachers and students ~~in computer classrooms~~ with various technologies throughout the building including but not limited to: computers, projectors, interactive technologies, mobile devices
2. ~~Train students and staff in using the Internet as well as other software~~
3. ~~Perform Internet bookmarking~~
4. Troubleshoot ~~computers~~ technology throughout the building
5. Manage, ~~U~~use and troubleshoot software programs ~~consistent with school applications~~
6. Maintain technology work orders throughout building
7. Maintain technology inventory: equipment, software etc. throughout building
8. Coordinate ~~station~~ technology set-up throughout building
9. ~~Manage users on curriculum software program~~
10. ~~Create and~~ ~~m~~Manage student ~~login name and password list~~ and staff network and software account creation
11. Create and maintain computer lab and mobile device checkout schedules
12. ~~Purchase maintenance items~~ Work with the building School Technology Coordinator and building assigned technicians to ensure all technical quotes, purchases and repairs are in compliance with state guidelines (KETS)
13. Maintain and balance technology financial account
14. Monitor and update school ~~web-site~~ website
15. Other technology duties as assigned by principal or Director of Technology

TERMS OF EMPLOYMENT:

* Hourly (Grade 05)
* 6.5 per day
* 32.5 per wk.
* 179 days
* 9 ¼ months
* Board approved 11-10-05