

TECHNOLOGY ASSISTANT
JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP

PURPOSE: To provide front-line technical assistance, training and support to teachers and students.

PERFORMANCE RESPONSIBILITIES:

1. Installs-upgrades applications and system software, as required.
2. Provides resolution of low-level tech problems (e.g., printer jams, loose cabling, etc.).
3. Provides accurate reporting and description of unresolved issues via the work order system to the Technology Application Specialist.
4. Provides local support during standardized assessment and online testing sessions.
5. Contacts technology vendors on behalf of the building principal as necessary.
6. Conducts preventive maintenance and resolves staff work orders for school based devices.
7. Maintains an accurate technology inventory for the school. Including but not limited to; organization and distribution of technology devices for each grade level.
8. Participates in periodic in-service programs provided by the Technology Application Specialist and eLearning teams and participates in leading building level tech tool training.
9. Assists the elementary media specialist in the sorting of books, publications and other print and digital materials according to established procedure and return them to shelves, files, or other designated storage areas.
10. Performs other duties as directed by the Chief Technology Officer
11. Must be able to lift 25 lbs and climb a ladder.
12. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: November 2015