



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Technology Site Assistant** FLSA Status: **Non-Exempt**
 Job Family: **School Media & Instructional Technology** Pay Range: **SM25H**
 Prepared/Revised Date: **March 1, 2017** Job Code: **41149**

SUMMARY: Assist the Technology Systems Site Manager in managing technology systems in a school. Assist in implementation, maintenance, training and use of equipment, business, and instructional systems and applications. Maintain inventory records, provide technical support to staff and students, and troubleshoot complex software and hardware issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Support technology devices in schools including desktops, laptops, printers, smartboards, projectors, document cameras, and various peripherals. Assist in troubleshooting basic hardware problems. Coordinate repair or replacement of equipment. Perform customer replacement laptop hardware repairs.	D	40%
2. Assist in maintaining software on computers running different operating systems by installing, configuring, imaging and updating district and site software. Troubleshoot basic networking issues and report unresolved problems.	D	40%
3. Support students and staff in the use of technology. Provide informal one on one and small group training to staff and students on domain access, file server use, district applications, and site software.	D	5%
4. Assist in maintaining user accounts through Active Directory. Record and report district Code of Conduct violations as related to technology use.	D	5%
5. Assist in site specific duties which may include the maintenance of school websites and hardware/software inventories.	D	5%
6. Attend appropriate in-service, building meetings, trainings, and/or school functions.	M	1%
7. Read trade and technical journals and publications and keep abreast of the latest technology developments related to education.	M	1%
8. Perform other duties as assigned.	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent plus two years of college course work in computer science, computer information systems, or related field
- Two years of related experience
- Experience working with students in a school setting preferred
- Equivalent combination of education and experience acceptable



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong customer service skills
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Skills in utilizing a variety computer operating systems, software, hardware and equipment
- Computer maintenance and troubleshooting skills
- Mathematical skills including basic calculations and application of basic math concepts
- Personal computer and keyboarding skills
- Bilingual oral and written communication skills may be required or preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to participate and work in a team environment
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Strong operating knowledge of and experience with personal computers, peripherals and media equipment, including maintenance and troubleshooting skills
- Operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- May be responsible for supervising the behavior and well-being of students in the classroom/lab

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze				x
Communicate				x
Copy				x
Coordinate			x	
Instruct				x
Compute			x	
Synthesize		x		
Evaluate		x		
Interpersonal Skills				x
Compile			x	
Negotiate			x	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	

