

Wachusett Regional School District

TECHNOLOGY SUPPORT

JOB DESCRIPTION

TITLE:

Technology Associate

QUALIFICATIONS:

The Technology Associate shall possess a Bachelor's degree and a minimum of five years of experience in a technical support position, preferably in a school setting and be well versed in grant writing and administration. The Technology Associate shall have a working knowledge of a wide array of hardware and software used in educational applications.

REPORTS TO:

Supervisor of Information Systems

PERFORMANCE EVALUATION:

The Technology Associate shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The Technology Associate is a member of the District's support staff and as such is responsible to assist the District administration in providing the most desirable environment for the educational program in the Wachusett Regional School District in the most efficient and cost-effective manner.

In carrying out these responsibilities, the Technology Associate shall:

1. Coordinate and perform the installation of all hardware and software in the District to include the networking of the various computer systems within the District's various schools;

2. Assist the Supervisor of Information Systems and the Building Principals in the selection and evaluation of hardware and software for the educational program of the District;
3. Provide technical support to each school in the District as needed;
4. Serve as a technical resource for the Technology Task Force in the performance of their curriculum and planning responsibilities related to the technology employed as part of the educational program;
5. Provide professional development training in his/her area(s) of expertise as required by the District's annual professional development program;
6. Coordinate and perform maintenance of hardware and software in the District including troubleshooting hardware problems and performing hardware and software upgrades;
7. Assist in the writing, administering, and evaluating of grants and special projects to include the development of such projects that are possible through state or federal legislation, local or cooperative partnerships, and/or grants;
8. Keep abreast of new developments in technology related applications to education through readings, conferences, and other means of gathering training and knowledge and disseminate information to members of the administrative, instructional, and support staffs on a regular basis including conducting staff development seminars and lessons for the benefit of all District employees; and,
9. Perform any other related task as assigned.

Updated 12/1/97

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 12/01/97