

Wachusett Regional School District

TECHNOLOGY SUPPORT

JOB DESCRIPTION

TITLE:

Technology Assistant

QUALIFICATIONS:

The Technology Assistant shall possess a Bachelor's degree and a minimum of two years of experience in a technical support position, preferably in a school setting. The Technology Assistant 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 Assistant 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 Assistant is a member of the District's support staff and as such is responsible to assist the school 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 Assistant shall:

1. Coordinate and perform the installation of all hardware and software in District schools, as assigned, to include the connecting to the network of the District;
2. Assist Building Principals in the selection and evaluation of

- hardware and software for the educational program of the school;
3. Provide technical support as needed;
 4. Serve as a 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 District schools, as assigned, including troubleshooting hardware problems and performing hardware and software upgrades;
 7. 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 District employees;
 8. Assist principals in enhancing media center/library as a place for research and reading for enrichment;
 9. Manage the circulation of books and materials for the library;
 10. Recommend books, magazines, and materials to be purchased for the library; and,
 11. Perform any other related task as assigned.

Updated: 12/10/02

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 12/10/02