

EMERY COUNTY SCHOOL DISTRICT APPROVED JOB DESCRIPTION



I. Job Title: School Technology Assistant

Classification Category: <i>III – Schools</i>	Revision Date: <i>7 February 2018</i>
Job ID: <i>365</i>	Pay Schedule: <i>Classified</i>
FLSA Status: <i>Non-Exempt</i>	Pay Grade: <i>6</i>
Provisional Period: <i>12 Months</i>	Supervisor: <i>School Principal</i>

II. Summary & General Purpose:

Under the direction of the school principal, the school technology assistant provides comprehensive technology and computer services for students in the assigned school. The school technology assistant consults with and supports administration, teachers, staff, and parents to enhance their effectiveness in helping students. The school technology assistant manages all programs, materials and equipment in the computer lab.

III. Essential Duties May Include the Following:

GENERAL DUTIES

- Develops and implements short and long-range plans for effective use of the school computer lab.
- Schedules all teacher, student & classroom use of the computer lab, lab materials, and equipment.
- Orients students to the computer lab and technology services.
- Coordinates with teachers to prepare, implement, and present technology related lesson plans to students.
- Coordinates with teachers to ensure classroom work integrates appropriately with lab programs.
- Encourages blended learning by merging school subjects and grade level curriculum with associated technology programs and online content.
- Assists in the development of keyboarding curriculum and monitors student development.
- Communicates and collaborates with each teacher on student performance and improvement.
- Coordinates with the District technology department to evaluate, select and maintain appropriate lab programs and associated websites.
- Initiates projects and activities, based on school & student needs, relating to computer programs and online content.
- Maintains appropriate and required inventory.
- Maintains appropriate student discipline in the computer lab.
- Provides school-wide support in the use of new information technologies.

- Maintains professional competence through participation in District training activities and through self-selected professional development.
- Enrolls, schedules, and monitors end-of-year, and other assessments.

IV. Marginal Duties May Include the Following:

- May assist the District technology department in the implementation of new technology equipment and services.
- May assist the District technology department in updating or resolving problems with existing technology services and equipment throughout the school building.
- Performs other miscellaneous duties as assigned.

V. Qualifications:

Education: Associates degree is preferred. Graduation from high school (or equivalent) is required. Preference may be given to candidates with relevant post high-school education or training. Additionally, an equivalent combination of education and experience may be considered.

Experience: Two to three (2-3) years of responsible experience in education technology, technology services, or related duties. An equivalent combination of education and experience may be considered.

Knowledge: Current technology programs; familiarity with modern computers and devices; effective research techniques using up-to-date technologies; using technology to enhance curriculum; organizational skills; a willingness to support educators in advancing student learning.

Skills & Abilities: Interpersonal communication skills and the ability to establish and maintain effective working relationships with students, staff, and patrons; a positive attitude; patience with young children; ability to learn new computer programs; ability to assist students in effective use of technology; capable of evaluating new software and online resources; ability work independently, make decisions, and exercise initiative and judgment; ability to establish and follow through on work priorities; effective communication verbally and in writing; interpersonal communication skills.

VI. Working Conditions:

This position requires working with administration, faculty, staff, students, and the public in somewhat stressful situations; frequent sitting, standing and kneeling; moderate mental pressure, fatigue, and exposure to deadlines during an average workday; frequent bending and lifting of up to 25 pounds.