

TECHNOLOGY ASSISTANT

500.38

REPORTS TO:

District Administrator

GENERAL SUMMARY OF POSITION:

The Technology Coordinator is responsible for overseeing the operation of the computer centers, providing consulting/technical support to Lake County School District technology users, and for serving as a district resource on all technology operations.

QUALIFICATIONS:

1. Knowledge of Novell Netware and Windows Server 2003
2. Ability to work with others in a team environment
3. Ability to follow work rules and procedures
4. Ability to accept constructive criticism
5. Ability to work with children and adults with sensitivity and understanding.
6. Ability to use mature judgment, especially in emergency situations.
7. Display flexibility
8. Display a sense of humor
9. Display initiative
10. Ability to problem solve
11. Create an open environment for computer labs for staff, students and community.

KEY DUTIES AND RESPONSIBILITIES:

1. Oversees the operations of the computer centers.
2. Assists certified teachers and library media specialist with computer applications for instruction of children.
3. Assists in the set-up of equipment.
4. Assists district with trouble shooting the network, software and hardware issues throughout the building.
5. Assists district with computer grants, state aids and Technology Plan.
6. Maintains and repairs network and server/workstations.
7. Installs and updates all software.
8. Maintains backups and manages email archives.
9. Manages and troubleshoot phone system.
10. Manages and troubleshoots surveillance cameras.
11. Maintains inventory.
12. Manages Internet and filters.
13. Responsible for purchasing hardware/software.
14. Participates in appropriate district administrative activities involving technology.
15. Participates in districts' technology committee.
16. All other duties as assigned.

TERMS OF EMPLOYMENT:

As per contract.