



**HOWARD LAKE – WAVERLY – WINSTED ISD 2687**

**JOB DESCRIPTION OF POSITION:**

Under the direction of the Technology Specialist assists with technology equipment maintenance, setup and instruction on use of equipment/programs.

<b>Job Title:</b>	Technology Assistant	<b>Revised Date:</b>	11-13-17
-------------------	----------------------	----------------------	----------

**Job Description: Assists with technology instruction, setup, maintenance etc.**

- Conducts minor computer, printer and miscellaneous equipment maintenance.
- Assist with delivery of technology equipment to different district locations.
- Assists student and staff with computers.
- Prepare technology equipment for testing, and monitor during testing.
- Instruct students in online test protocol.
- Instruct elementary to use online reading programs.
- Setup technology equipment for special events, programs etc.
- Train new employees to access and use their school email.
- Other duties as assigned.

<b>Job Location:</b>	District Wide	<b>Company Industry:</b>	Public School
<b>Job Role:</b>	Technology	<b>Employment Status:</b>	Part-time
<b>Employment Type:</b>	Employee	<b>Manages Others:</b>	No
<b>Band-Grade-Sub Grade:</b> <b>State Job Match Points:</b>	B-2-2 138	<b>Band-Grade-Sub Grade:</b> <b>State Job Match Points:</b>	

**Qualifications:**

- \* Excellent Computer knowledge
- \* Strong interpersonal skills.
- \* Ability to multi-task in fast-paced dynamic environment
- \* Excellent organization skills

<b>Career Level:</b>	Entry Level	<b>Years of Experience:</b>	[1-3 years]
----------------------	-------------	-----------------------------	-------------

<b>Degree:</b>	High school or Equivalent, Associates Degree or equivalent experience
----------------	---

**Collective Bargaining Agreement – Paraprofessional Union**

<b>Approved By: Brad Sellner</b>	<b>Date Approved: 11/15/13</b>
----------------------------------	--------------------------------