



Little Rock School District

JOB DESCRIPTION

Position Title: Technical Assistant Nova NET Lab

Prepared Date: 01/26/2022

JOB GOAL:

Maintains technical proficiency and provides support services in the NovaNET Lab under the direction of the NovaNET Teacher and/or Building Principal. In addition to the regular job description, applicant must be able to work a flexible work schedule including early evening hours and/or weekends

TERMS OF EMPLOYMENT:

Nine and one-fourth (9.25) month (188 days) contract, Pay 752 Grade 05, NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Associate Degree or 60 college hours.
2. Experience in working with computer software and hardware, preferably in an educational setting.
3. Experience working with high school students preferred.
4. Nova.NET training desired.
5. Evidence of strong oral and written communication skills.
6. Evidence of organizational, communication and interpersonal skills.
7. Evidence of a strong commitment to quality desegregated education.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Assists Nova.NET teacher and/or Nova.NET specialist in operation of Nova.NET lab.
2. Actively supervises students in the lab, monitoring students to ensure they are on task.
3. Maintains Nova.NET lab equipment with periodic cleaning.



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4. Provides basic troubleshooting of hardware and software and reports unsolved problems to the appropriate party.
5. Enters data in system as necessary to support students and teachers.
6. Demonstrates mastery of the system to the extent that the lab works smoothly and without the need for regular help in operating the system.
7. Prepares and transmits reports for teachers and administrators as required.
8. Attends professional development opportunities in operation of software and hardware.
9. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.