



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Technology Assistant

**Prepared Date:** 12/09/2021

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### **JOB GOAL:**

The Technology Assistant will be responsible for supporting staff development, as well as the use of programs and other software on the computer for students.

### **TERMS OF EMPLOYMENT:**

Nine and one-fourth (9.25) month (190 days) contract, PAY 802 Grade 09, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

**FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. Associate of Science degree in computer science or other field preferred or a bachelor's degree is required.
2. Experience with computerized information systems in an education or a business/industrial environment is desirable.
3. Experience in performing minor computer/peripheral repair is required.
4. Experience in operating computer terminals, printers and optical mark reading equipment is required.
5. Experience in PC-based applications software packages is required.
6. Background in educational computer classroom applications is helpful.
7. Ability to communicate correctly, effectively and professionally, verbally and in writing is required.
8. Evidence of strong organizational skills.
9. A willingness to work in a collaborative team approach to program planning with classroom teachers/staff is required.

### **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. Attends classes and workshops to further skills.
2. Aids classroom teacher/staff in effectively using computers to promote student gains.
3. Must be energetic and able to lift computer equipment.
4. Conducts technology in-service training for staff.
5. Troubleshoots Microsoft programs or refers to the appropriate channel for resolve.
6. Troubleshoots and maintains peripherals or refer to the appropriate channel for resolve.



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7. Helps in the implementation of technology in the building.
8. Troubleshoots all office products and helps teachers with problems.
9. Performs other related 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.