

**DIXON UNIFIED SCHOOL DISTRICT  
Job Description**

<b>TITLE:</b> Technology Assistant	<b>CLASSIFICATION:</b> Classified (SEIU)
<b>REPORTS TO:</b> Principal	<b>RANGE:</b> 240
<b>WORK YEAR:</b> 9 Months	<b>CLASS:</b> Instructional Support
<b>BOARD APPROVAL:</b> 2.18.2016	
<b>BOARD REVISION:</b>	

**PRIMARY FUNCTION:** Under general supervision, to perform a variety of duties involved in the operation and maintenance of a computer laboratory and campus technology at an assigned school site; provide instructional assistance to students and staff concerning the operation of computers and related peripheral equipment; troubleshoot and perform general maintenance and repairs to computer and peripheral equipment; and to do related work as required.

**RELATIONSHIP TO STUDENT ACHIEVEMENT:** This position supports student achievement by heightening access to technology for learning and teaching.

**SUPERVISION OVER:** Students

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Oversees computer laboratory/technology operations at assigned school site(s); prepares computer/mobile lab for opening; prepares daily backups and other backups on disk.
- Provides instructional assistance to individuals or groups of students using computer equipment and software; answers questions; loads, restores, and restarts programs as needed; assists students in utilizing computer equipment and instructional materials for projects including a computer network.
- Prepares equipment for student and staff use; installs software and observes elements of the computer for evidence of incorrect performance; confers with administrators and teachers to coordinate daily use of the computer lab; schedules the use of the computer lab.
- Operates, adjusts, and maintains a variety of computers and peripheral equipment; troubleshoots and performs general maintenance and repairs to computers and peripheral equipment; advises appropriate staff of needed repairs and maintains related records; periodically runs anti-virus programs.
- Communicates with other departments, staff, and school administrators concerning the operation and maintenance of site computers and peripheral equipment.
- Maintains computer lab in a safe, clean and orderly condition; stores and maintains inventory of lab equipment and materials.
- Participates in the computer network administration at assigned site(s).
- Assists with site-wide implementation of state and federal student testing.
- Ensures that students using the computer lab adhere to the Acceptable Use for Technology Policy (AUP) and utilize District computer and peripheral equipment for educational purposes only; reports AUP violations to administration.
- Maintains student records related to use of computers and peripheral equipment; reports student misuse of computers and peripheral equipment to administration.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.

- Completes other reasonable duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

- High school diploma or the equivalent.
- College-level course work in computer science or related field desirable.
- Experience in the operation of computers and peripheral equipment.
- One or more years' of experience working with school-age children in an instructional setting.
- Prior experience working in a public school setting preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years
- CPR and first aid certification preferred.

**KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.**

**KNOWLEDGE OF\*:**

- Computers and related hardware operation principles for both Macintosh and PCs.
- Internet, Windows networks, computer peripherals, and supporting software.
- Hardware and software installation procedures.
- Appropriate diagnostic procedures and tools.
- Requirements of maintaining a computer lab in a safe, clean, and orderly condition.
- Basic content taught in District schools including arithmetic, grammar, spelling, language, and reading.
- District and school rules, regulations, and policies.
- Behavior interventions and management strategies for students of various ages.

**ABILITY TO\*:**

- Provide instructional assistance to students in a computer lab.
- Provide technological support to staff in the implementation of lessons incorporating educational technology.
- Operate and demonstrate the use of various computers, software systems, and peripheral equipment.
- Assist staff with the diagnosis and resolution of computer-related software and hardware problems.
- Identify and redirect inappropriate student behavior.
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Communicate effectively with students and the general public.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand, and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

*\*Candidates should have a firm working knowledge of these concepts, practices, and procedures and the ability to use them in varied situations.*

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS (With or without the use of aids)\*:**

- Work is performed while moving about to assist students for extended periods of time etc.
- Work is performed while in a stationary position to perform computer upkeep as needed.
- Work is performed while positioning self to monitor the computer lab, etc.
- Work is performed while moving supplies weighing up to 20 pounds within the computer lab/across campus.
- May require traveling in a vehicle to job assignments.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard and peripheral equipment.

*\*Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

**SAMPLE ENVIRONMENT:** Indoor classroom setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual classroom sounds, dust, and possible odor of perfume or room deodorizer; in vehicle traveling to job assignments.