



Job Description

Job Title:	School Based Technology Support Assistant	Department:	Student Services
Schedule:	9 months per year / About 179 days per year	Reports To:	Director of Student Services
Classification:	Class 10	Prepared By:	HRA Job #185/DDSD HR
		Prepared Date:	2023
FLSA Status:	Non-Exempt	Approved By:	HR
		Approved Date:	12/12/2023

SUMMARY

Provide computer instruction to students with and without direct supervision from the classroom teacher. Computer lab instruction will complement classroom instruction by utilizing district approved software applications. Manage the school's computer lab(s) and mobile carts. This includes, beginning of the year and end of the year setup as well as ongoing maintenance throughout the year. Provide first level hardware and software support for teachers, staff, and the principal. Work in conjunction with District IT Team to resolve issues when necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

- Provide computer instruction to students, individually or in groups, with or without the direct supervision from the classroom teacher.
- Manage student behavior and handle disciplinary matters in accordance with the building's disciplinary procedures.
- Observe and encourage students' progress.
- Setup computer lab(s) and mobile carts at the beginning of the year and prepare computer lab(s) and mobile carts for summer storage.
- Manage and monitor the computer lab(s) and mobile carts daily: Provide hardware and software troubleshooting and maintenance in conjunction with the District IT Team.
- Assist in maintaining a positive learning environment, proper safety conditions, general neatness and attractiveness of the lab(s) and mobile carts.
- Monitor and supervise the computer lab(s) and mobile carts by coordinating schedules, maintaining records and inventories, and recommending appropriate software.
- Provide first level hardware and software support for teachers, staff, and the principal.
- Work in conjunction with District IT Team to resolve issues when necessary.
- Order supplies and support materials.
- Perform other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.



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QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work independently in the absence of direct teacher contact, to carry out the goals and objectives of the instructional program.
- Knowledge of English usage, spelling, mathematics, and a basic understanding of subjects and conditions in which the Instructional Assistant is to provide assistance.
- Proficiency in keyboarding and the use of computers and printers.
- Knowledge of computer hardware and software applications compatible with the system(s) used in the computer lab.
- Ability to troubleshoot hardware/software problems.
- Knowledge of classroom practices and procedures and school operations and personnel.
- Ability to project a pleasant manner and relate well to students and their requests for assistance.
- Flexibility and patience in supervising and instructing students with a variety of skill levels.
- Ability to plan and organize materials for use in instruction.
- Ability to work harmoniously with others and to communicate appropriately and effectively, both orally and in writing, with students, parents, and staff.
- Ability to maintain a high level of ethical behavior and confidentiality of information about students.

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- Must have had 2 years of college or hold an associate degree or completed the district paraprofessional training.
- Prior experience in working with students required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization. Bilingual preferred (The district's top languages are Spanish, Russian, Chinese, Vietnamese and Somali).

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.

COMPUTER SKILLS

The job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.



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CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of a valid Oregon state driver's license.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Positions with minimal responsibility for driving are to be placed at least at this level.

PHYSICAL DEMANDS

A moderate degree of physical stamina, with frequent lifting of up to 10 pounds and occasional lifting of up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other settings. Frequent standing, walking, sitting, and bending. Exposure to noise and activity in a school setting. Exposure to outdoor weather conditions.

MENTAL DEMANDS

Positions at this level require regular (40-60%) adaptive and flexible responses due to changing priorities, need to juggle timeframes, and need to meet fluctuating deadlines. Interruptions to normal schedules occur and response to new situations is needed regularly. Contacts with others can frequently include difficult or disagreeable people.

PAY EQUITY SCOPE

Positions at this level have a regular (40-60%) impact on and influence on organization operations, program outcomes and a need or ability to analyze problems or concepts or make decisions on the information. Regular program or policy development affecting the organization and its offerings is part of the job responsibility. Organization image is positively or negatively influenced by results of personal work. "Customer" service is an important part of the job and actions would likely impact the user's sense of satisfaction.

ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District to not discriminate on the grounds of race, color, religion, ethnicity, and use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.



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Employee Signature:		
Employee Name:		
Date:		
