



## **TECHNOLOGY REPRESENTATIVE-EXTRA DUTY**

**Classification: Non-Exempt**

**Salary Range: \$21.64**

### **JOB GOAL:**

This is an extra-duty contracted position. This individual will provide support to district schools and departments in the installation and troubleshooting of computer hardware and software applications. They may be contracted to assist with equipment cleaning, upgrades, installations, repairs, new deployments, and reassignments. Work typically occurs during the summer but may extend to holiday breaks and hours outside of the employee's regular contracted work schedule.

### **QUALIFICATIONS:**

To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. High School Diploma or equivalent.
2. Current District employee, in good standing.
3. Demonstrated technology aptitude.
4. Strong written, verbal, and interpersonal skills.
5. Ability to work independently on assigned tasks with direction from supervisor.
6. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with teachers administrators, students and parents as needed.
7. Ability to understand and follow oral and written instructions.
8. Ability to maintain a high level of confidentiality when dealing with staff and student information and network security.
9. Such alternatives to the above qualifications as the district may find appropriate and acceptable.

### **REPORTS TO:**

Director of Technology.

### **PERFORMANCE RESPONSIBILITIES:**

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assist the Director of Technology with cleaning, inventory, updates, upgrades, cleaning, installations, repairs, new deployments, and reassignments of district technology equipment.
2. Provide as-needed, in-building technology support and training to staff and students throughout the school year. after or outside of regular school day contracted hours.
3. Enforce district policies regarding technology and software.
4. Serve on district technology committees as needed.
5. Establish and maintain good working relationships.
6. Adhere to prescribed routine.
7. Participate in trainings as assigned.
8. Perform other duties as assigned.

9. Attend work regularly.

**PHYSICAL REQUIREMENTS:**

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard);
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally; and
- Ability to use computer, telephone, and other office equipment for extended periods of time.

**TERMS OF EMPLOYMENT:**

According to Board policy, master contract, and school calendar.

**EVALUATION:**

No evaluation is performed for this position.

**OTHER:**

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

*Gervais School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex, or age in providing or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.*

*The Director of Special Services has been designated to coordinate compliance with these legal requirements and may be contacted at the Gervais Elementary School at 150 Douglas AVE, Gervais, OR 97026, Phone: 503-792-3803, ext. 1010.*

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

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Employee Signature

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Date

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Employee Print Name

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Date

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Supervisor Signature

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Date

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Supervisor Print Name

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Date