



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Technology Assistant	<b>Department:</b> Information Technology
<b>Immediate Supervisor's Position Title:</b> Director of Information Technology	<b>FLSA Status:</b> Non-exempt
<b>Job Summary:</b>  Under the direction of the Director of IT, the Technology Assistant is typically assigned to a district building and is responsible for providing building personnel assistance in the use of technology; providing technical support in the use of applications and software within the building; setting up and installing computers, upgrades; troubleshooting programs, printer or connectivity issues; setting up and monitoring student accounts and software applications for grade levels and departments.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Sets up computers, installs, upgrades and updates hardware and software within the building. Troubleshoots and maintains computers and orders supplies, as needed.
- Assists staff and students with programs, printing and internet/connectivity problems or issues.
- Monitors student accounts, software and applications for each grade level/department.
- Provides support and assistance to instructors in computer labs by updating, troubleshooting and maintaining hardware and software needed and used by students and staff. Assists teachers with the introduction of new software, keyboarding, internet bookmarks and searches.
- Updates and maintains the building web site homepage and other pages available to the building. Assists in the training of building personnel in the tools and procedures for updating and maintaining web pages.
- Provides assistance to the Business Systems Analyst in converting data, verifying data and implementing new systems/applications within the building/district.
- Assists staff in the building in set up PowerPoint presentations, videotaping, creating DVD's, making photo presentations, or other projects requested by staff.
- Performs other duties of a comparable level or type, as required.
  - a) Attends training sessions, conferences, seminars, district meetings, as required.
  - b) Keeps abreast of changing developments, trends, and informational technologies within the district.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		<b>Major field of study or degree emphasis:</b>
	High school diploma or GED.		
x	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of computer operating systems including Macintosh and Windows operating systems.</li> <li>• Fundamentals of computer networking and connectivity.</li> <li>• Knowledge of hardware components, their operations and functions, and procedures for troubleshooting problems and conflicts.</li> <li>• Software installation, maintenance and upgrading.</li> <li>• Fundamentals of web site maintenance</li> <li>• Knowledge of district standardized applications and software including office productivity software (e.g. word processing, database, spreadsheet, and other office productivity software).</li> </ul>
	2nd year graduate level		
	Doctorate level		
<b>Required Work Experience in Addition to Formal Education/Training:</b> At least 1 years technology support or experience in using desktop and operating systems.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required upon hiring:</b> A Valid Minnesota Driver's License or evidence of mobility.	

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Assisting, instructing and providing technical support to building level personnel in technology hardware and software issues, problems or their uses.</li> <li>• Keyboarding.</li> <li>• Setting up LAN and connectivity.</li> <li>• Replacing, upgrading, or maintaining computer hardware and software.</li> <li>• Providing support to students and staff in the use and application of technology to assist them in their school projects, presentations or research.</li> <li>• Installing and setting up new computer systems, software and equipment.</li> <li>• Setting student user accounts in accordance with technology practices and procedures.</li> <li>• Establishing and maintaining effective working relationships with building and technology staff.</li> <li>• Communicating effectively with staff in the building regarding technology issues and needs.</li> </ul>
--	--

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
<b>TOTAL</b>	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<b>Unusual or hazardous working conditions related to performance of duties:</b>  Work responsibilities are performed in a typical school setting. The potential for electrical shock can exist when working with electrical and electronic components but the risk of environmental and physical hazards and risks can be characterized as minimal given the training, application of safety precautions and procedures.
--	---

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>			x	
<b>Use hands dexterously (use fingers to handle, feel)</b>				x
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>		x		
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>		x		
<b>up to 25 pounds</b>		x		
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**  
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job.