School District of Santa Rosa County
Job Description

Teacher Assistant for Technology I

Reports to: School Principal	**FLSA Status:** Non-Exempt
Department: Schools	**Prepared by:** Human Resources
Date: May 22, 2014	**Job Code:** Same as Principal
Position #: 45220	**Range:** 9

Principal Duties and Responsibilities (Essential Functions):
Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. 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 the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Maintains hardware and software inventory;
- Sets up and connects new computers;
- Troubleshoots basic hardware problems;
- Troubleshoots basic software problems;
- Troubleshoots school network wiring;
- Submits Data Processing work orders as necessary;
- Communicates with hardware and software technicians concerning work orders;
- Loads and tests new software on network server and stand-alone;
- Maintains proper files regarding licenses and copyright agreements;
- Represents the school at appropriate technology-related activities;
- Works closely with the school technology team in assessing the school's technology needs;
- Assists teachers with technology;
- Works with students in a classroom setting;
- Assists in the preparation of orders of new equipment, software and technology related materials;
- Performs related duties as required or assigned by principal.

Supervision Received:
School Principal

Supervision Exercised:
None

Minimum Qualifications & Skills Required:
- Graduation from high school or GED.
- Two years of experience with the use, operation and maintenance of computers and 45 hours of in-service training related to computer hardware, software, operation and/or maintenance; **or**
- Four years experience with the use, operation and maintenance of computer hardware and software; **or**
- Two year Technical Degree in a computer related field and one year experience with the use, operation, and maintenance of computers.

<u>Preferred</u>:
Operate computer; keyboarding; interact with teachers, students and parents in a positive and professional manner; make independent decision as the need arises.

<u>Physical Demands:</u>
Operate and setup micro computers; pick up and move computer equipment weighing up to 50 pounds. Inside school building; exposure to noise associated with computers operating; exposure to electrical wiring and apparatus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

<u>Terms of Employment:</u>
Approved Compensation Plan
Educational Support Salary Schedule

<u>Conclusion:</u>
This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.