

SECTION **SERVICE PERSONNEL**
AREA **AUXILIARY PERSONNEL**
TITLE **Technology Assistant, Primary/Intermediate Schools**

QUALIFICATIONS:

1. Preferred – New Jersey Elementary Education Teacher Certificate.
2. Preferred – elementary school teaching experience.
3. Thorough knowledge of computer operations and instructional applications.
4. Excellent communication skills.
5. Such additional qualifications which demonstrate the following characteristics: enjoys working with young people, tact, patience, sensitivity, cooperativeness, and high moral standards.

REPORTING RESPONSIBILITY:

The Technology Assistant, working cooperatively with the classroom teachers, is directly responsible to the building principal and the district's Technology Coordinator.

JOB GOAL:

The Technology Assistant, under the direction of the classroom teacher, provides assistance to the teacher and students in using computer technology to implement the elementary curriculum.

TERMS OF EMPLOYMENT:

Ten-month contract. Benefits as described in Policy 4971, Benefits – Attendance Officer, etc.

PERSONAL EVALUATION:

At least once each year, the Technology Assistant shall be evaluated in writing by the school principal with input from the Technology Coordinator. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

PERFORMANCE RESPONSIBILITIES:

1. Organizes the Learning Center and maintains an orderly environment conducive to effective learning.
2. Assists the classroom teacher and students in implementing the classroom curriculum through effective instructional computer activities.

3. Works with students on computer activities, lessons, and assignments under the supervision of the classroom teacher.
4. Assists teachers and students in running the Learning Center's computers and various software packages.
5. Maintains cooperative working relationships with staff members.
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7. Reviews new/existing software for the Learning Center and makes recommendations for new acquisitions.
8. Cooperates with the district Technology Coordinator to maintain computer equipment in good working order.
9. Attends "Back to School Night" to acquaint parents/guardians with the purpose and function of the Learning Center.
10. Performs other duties and responsibilities incidental to the position or as assigned by the building principal and/or the Technology Coordinator.

Position Description approved: 5/20/97