

**AMHERST EXEMPTED VILLAGE SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Technology Assistant

QUALIFICATIONS: High School Diploma and post-secondary training in computer technology field or related field; or a combination of high school diploma, post-secondary training in computer technology and/or actual work experience in computer technology field. Have available and reliable transportation.

REPORTS TO: Technology Supervisor

CONTRACT: Twelve (12) Months

ESSENTIAL FUNCTIONS

1. Assist staff with computer operating system operations.
2. Diagnose and repair computing hardware, peripherals, networking and A/V equipment..
3. Diagnose and repair computer software issues.
4. Assist staff with computer software operations.
5. Installation of new software and upgrades to the software.
6. Installation of new hardware components.
7. Assist with the maintenance of technology inventory including disposal of outdated technology.

ADDITIONAL FUNCTIONS

1. Remain current on computer product capabilities and quality.
2. Provide technical advice and support for district technology planning.
3. Remain current on computer operations, repair and maintenance.
4. Make purchasing recommendations.
5. Assist the technical staff in the diagnosis and repair of LAN/WAN failures.
6. Support district efforts to develop building/district-wide computer networks.
7. Adapt terminology and concepts to the needs of the audience involved.
8. Work cooperatively with all departments to promote the effective use of technology.
9. Other duties as assigned by the Technology Supervisor.

ABILITIES REQUIRED

1. Demonstrates professionalism and contributes to a positive work environment.
2. Organizes tasks and manages time effectively.
3. Skillfully manages individual, group, and organizational interactions.

4. Effectively uses verbal, nonverbal, writing, and listening skills.
5. Averts problem situations and intervenes to resolve conflicts.
6. Exhibits consistency, resourcefulness, and resilience.
7. Exercises self-control and perseverance when dealing with students and staff.
8. Completes paperwork accurately. Verifies and correctly enters data.
9. Maintains an acceptable attendance record and is punctual.

WORKING CONDITIONS

1. Duties may require bending, crouching, kneeling, reaching, and standing. Duties may require lifting, carrying, and moving work-related supplies/equipment.
2. Exposure to adverse weather conditions, temperature extremes, air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises and odors.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require prolonged use of a computer keyboard and monitor.
6. Duties may require working extended hours.
7. Duties may require working under time constraints to meet deadlines.
8. Potential for exposure to adverse weather conditions and temperature extremes. Potential for exposure to blood-borne pathogens and communicable diseases. Potential for interaction with disruptive and/or unruly individuals.