



Rockford Area Schools Job Description

Technology Assistant

General Definition of Work

Performs intermediate administrative support work maintaining student databases, maintaining assessment and testing systems, and related work as apparent or assigned. Work is performed under the limited supervision of the IT Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Uploads student data in appropriate software management systems.

Stays current with MN Assessments System (AIR/TIDE); updates/uploads rosters, contact information, student/teacher information, manage users, order initial orders; assign tests to all students - SPED, LEP, etc.

Organize NWEA testing by building class roster file, upload students, tests - (three times/year); lab setup each morning; upload scores for all buildings. '

Collaborates with IT Director on work orders; PC and MAC duties as required.

Collaborates with Director of Teaching on Annual Reports; staff development and other assignments as required.

Creates and maintains staff and student photo spreadsheet; adds information to SIS and Destiny.

Manages WIDA, Cognos, phone system and AimsWeb.

Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; thorough knowledge of Windows Server Infrastructure; general knowledge of Mac Operating Systems configuration and support; comprehensive knowledge of network infrastructure and management; thorough knowledge of standard network equipment and server components; basic understanding of Binary for Network Subnet configuration; thorough knowledge of standard office equipment, computer hardware and related software; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

Education and Experience

Associates/Technical degree with course work in computer science, or related field and moderate experience in database management and/or IT support, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion up to 50 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires stooping, kneeling, crouching or crawling and reaching with hands and arms and occasionally requires walking, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None