BOURNE PUBLIC SCHOOLS

Technology Education Support Personnel
Category 4
Job Description

Reports to: Principal
Director of Technology

Job Goal: Assist students and employees with technical support of district technologies

Responsibilities:
1. Assist students and staff in using instructional materials and district technologies
2. Set up, maintain, and update student and staff email accounts and distribution lists
3. Install, configure, and assess district technologies
4. Work to resolve technology issues
5. Perform regular maintenance on district supported technologies
6. Perform basic maintenance including but not limited to cleaning projector filters, updating software and network clients, re-imaging workstations, and completing computer updates
7. Train and conduct orientations of employees on district technologies
8. Learn and understand the fundamental operations of district supported software, hardware, and other equipment
9. Accurately log, manage, and update technology support tickets in a timely manner
10. Coordinate the equipment and media needed for programs and presentations
11. Assist- in recording and tagging equipment for the district
12. Set up/assist with technology requirements relative to required testing, i.e. MCAS
13. Perform other duties as assigned by the Principal and/or Building Administrator

Essential Functions of the Job:
1. Maintain a record of regular attendance, arrive and depart at specified contractual times and notify the appropriate personnel when absent
2. Physical agility and strength to perform job related tasks appropriate for the age and/or grade level
3. Frequently required to stand, walk, sit, use hands, reach with hands and arms, stoop, kneel, crouch, crawl, climb, and run
4. Be able to occasionally lift and/or move objects
5. Ensure confidentiality regarding all personal information and educational records concerning students and their families
6. Maintain professional boundaries with students and families
7. Participate, complete, and adhere to all district wide mandatory trainings, including but not limited to confidentiality, civil rights, conflict of interest, technology use, and security requirements
8. Able to work independently and is well organized
9. Communicates effectively

Qualifications:
Associates degree or higher preferred
Experience with technology preferred
College level courses/certification in technology preferred

Evaluation:
To be evaluated in accordance with the collective bargaining agreement by the building principal/designee

ADOPTION DATE: 06/05/2019