

DaVinci Academy

Job Description Form

Division/Department: DaVinci Academy Information and Technology Divisions and Information Systems Division.

Location: DaVinci Academy School

Job Title: DASA IT Assistant

Reports to: The DASA IT Director

Level/Grade: NA

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours full time 40_/week with the understanding that time can be cut back to part time at 25/week.

- Exempt
- Nonexempt

ESSENTIAL DUTIES:

Works under the supervision of the IT Director to;

- Assist with minor network and security management when needed.
- Assist with data storage architecture.
- Assist with procurement and implementation of new servers, technology, etc.
- Assist with minor systems development.
- Provide user level rapid technical support for end users, computers, printers, etc.
- Provide user level training on daily applications used, including, but not limited to: Office Suite, Office 365, Assistive technology educational tools (i.e. smart boards, lms system, etc...) Adobe Acrobat, and other basic computer related skills.
- Assist with end user system updates and monitoring. Including:
 - Patch management, spyware removal and testing, virus checking, ensuring backup of data files, etc.
- Assist with user management. (Adding, deleting and passwords specific to students from AD, working with student emails, etc.) Monitor printers, projectors, laptops, computer labs, copiers, and fax machines to make sure they are working properly and getting regular maintenance.
- Provide High degree of professionalism and end user satisfaction and work.
- If needed, assists in the classroom or act as a substitute.
- Conducts strategic technology based trainings and work with others schedules to accomplish those trainings in a timely manner.

OTHER RELATED DUTIES

- Assist in research of new technologies, online resources and software that might be beneficial to the IT Department, the school and the teachers.
- Provide detailed weekly status reports.
- Assist with our various websites, some programming and scripting.
- Assist with technical documentation of systems and processes
- Assist with creation and documentation of IT systems and networks.
- Perform other duties as need and as assigned by the IT Director.

Work experience requirements:

- 2 - 5 years of experience in the Information Technology and Information Systems industry.
- Must be positive, reliable, flexible and dependable. Easy to contact and willing to go above and beyond what is required. On time and consistent.
- Must work well in a team environment and be self-supervising at times. Goal driven and proactive.
- Must be able to learn new job skills and functions and have good trouble shooting skills and logic.
- Must have a basic - advanced knowledge of the following;

Windows operating systems, Apple Systems, MS Office suite, general computer hardware, Technology assistive educational tools (i.e. Smart boards, LMS systems, portals, etc) file systems, online services and technologies,
- Have a minor understanding of the following;

Network security, IIS Server, Apache, Windows Server Systems, MS Exchange, Office 365 Suite, network hardware.
- Have a basic to advanced understanding of the following (Desirable but not a required);

Wired & wireless networks, physical LAN wiring, databases, shared or distributed printing, web browsers, web development (is a pro but not required), web technologies, web security technologies, programming, Volp systems, CLI, and scripting languages.
- Be able to pass the state mandated back ground checks.

Education Requirements

- High school diploma or GED
- BS degree computer Science in related field or equivalent work experience

Reviewed by:

Title:

Approved by:

Title:

Date posted:

Date hired:

1. Must be positive, reliable, flexible and dependable. Easy to contact and willing to go above and beyond what is required. On time and consistent.
2. If you are going to be late or cannot make it to work, you must notify the IT Director or Executive Director prior to the set time you were expected to be at work.
3. Work hours should be 8 hours a day, from the start time negotiated to the end time negotiated, not completed at the last minute through overnight work. We need staff here during normal working hours. The only exception to this is if we have to work late nights and on the weekends, in this case you might qualify for over time (*see point #10*). Summers hours can change, but still adherence to time will be followed.
4. Must work well in a team environment, be actively participating in weekly IT meetings. Goal driven and proactive.
5. Must keep a weekly log book of items worked on then handed to the IT Director for review at the end of each week.
6. Must not gossip.
7. Must adhere to all policies, procedures and processes.
8. Must be able to create and maintain a positive perception of the IT department, the school and themselves.
9. Lunch time lasts as long as what the teachers get. Noting that sometimes lunch will not be taken when teachers take their lunch since some work can only be performed when teachers are not using what we need to take care of. Still lunch time will only last as long as what the teachers get.
10. Must keep within the daily and weekly approved hours unless special circumstances require over time than it needs to be preapproved by Executive Director or IT Director and done before the actual work is started.
11. Your working schedule is adjusted as follows;
 - o Start at 9:00 am.
 - o 8 hour work day.
 - o You must notify the Executive Director or IT Director if you will be late or will not be able to make it in for work.

Sign:
Date: