

**Classified Personnel  
Job Description**

POSITION TITLE: Head Start Technology Assistant

QUALIFICATIONS: Shall have knowledge, experience, and familiarity with using/developing word processing spreadsheets, data bases, and data entry screens.  
Shall have knowledge, experience, and familiarity with windows components.  
Shall have knowledge, experience, and familiarity with basic computer programming language.  
Shall have knowledge, experience, and familiarity with hardware, software, and computer vocabulary.  
Shall have knowledge, experience, and familiarity sharing information with staff and students.  
Shall have a high school diploma or GED.  
Shall have experience and training in computers.

PHYSICAL REQUIREMENTS: Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as related to the job description.

RESPONSIBLE TO: Head Start Director

GENERAL DUTIES: Shall provide technological assistance to the Head Start program.  
Shall react positively to directives.  
Shall carry out assignments in a timely manner without undue checking.  
Shall adhere to time schedules as set forth.  
Shall have a willingness to cooperate with the director and staff.  
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: Shall load Head Start child/family information into Child Plus.  
Shall plan, develop, and implement training programs for users in the Head Start program.  
Shall monitor services, coordinate communication, and resolve issues between staff and Child Plus.  
Shall assess data processing needs.  
Shall develop system specifications and provide recommendations for software.  
Shall assist with the development of data bases and data retrieval systems.  
Shall design input and output forms. Maintain user documentation.  
Shall prepare charts of user processes and procedures.  
Shall prepare specifications for various reports and updates.  
Shall provide technology assistance/support to Head Start staff, families, and students.  
Shall provide information to director in preparing Head Start grant.  
Shall perform any other duties as assigned by the supervisor.

DAYS OF EMPLOYMENT: 240 days (8 hours per day)

SALARY: Commensurate with the Ashland Independent Schools Classified Salary Schedule.

Updated: 2/22/2016