

SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Instructional Technology Technician Para
Date Prepared or Last Modified: December 22, 2021
Work Year: 9 Month
Department: Elementary and Middle Schools
Reports To: School Principal

SUMMARY: Provides technology instruction to students and is first responder to building technology problems or concerns.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

D 65% Instruct, supervise, develop lesson plans for, and schedule students in the computer lab environment. Advise students individually and in groups in the use and care of computer hardware and software. Instruct students in keyboarding, word processing, developing computer skills and appropriate internet usage. .

D 10% Maintain building computer hardware and software, including troubleshooting, instructing teachers to input help desk tickets, and inputting help desk tickets into the appropriate system when necessary.

D 2% Supervise lunch room and playground to ensure safety and security of students; discipline students as needed. (Elementary only)

D 5% Confer with teachers to create individual assignments appropriate for online, special education and gifted/talented students, create and/or assign activities which correlate to classroom curriculum, and follow up on student progress.

Q 5% Administer student tests to determine student skills and progress in reading, math, and language arts. Prepare pre- and post-reports.

M 8% Maintain inventory of computer hardware, software, and lab materials. Order materials as requested or when needed.

A 2% Set up teacher/class lists for network assignments and type-to-learn.

Ongoing 3% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty 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.

EDUCATION AND TRAINING: The equivalent of an associate's (or higher) degree (48 semester hours) at an institute of higher education demonstrating knowledge of technology is preferred, but not necessary.

EXPERIENCE: 1 year of related experience and life experience working with children in groups. 1 year of experience with computer hardware and software troubleshooting, Microsoft XP, and Microsoft Office suite.

SKILLS, KNOWLEDGE, & EQUIPMENT: Oral and written communication, English language skills, interpersonal, and organizational skills; basic math and accounting; personal computer, keyboarding and word processing, customer service and public relations skills. Advanced critical thinking and problem solving skills. The ability to manage confidentiality in all aspects of job, manage multiple priorities and ability to manage multiple tasks with frequent interruptions.

CERTIFICATES, LICENSES, & REGISTRATIONS: None

SUPERVISION/TECHNICAL RESPONSIBILITY This job has no supervisory responsibilities; however, this position supervises students in the computer lab and may supervise students in the lunchroom and on the playground. Acts as a technical resource for teachers and students in the areas of troubleshooting, E-mail, Internet, basic computer use, word processing, and keyboarding. Assists teachers with planning curriculum used in the lab and training on the programs.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and risk of electrical shock. The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to compare, analyze, copy, coordinate, synthesize, evaluate, and compile. Frequently required to communicate, instruct, compute, and use interpersonal skills. Occasionally required to negotiate.