

# Teacher Aide – Technology Support Duties and Responsibilities

---

## TELEPHONE / VOICE MAIL RESPONSIBILITIES:

- Assist teachers and staff on telephone and voice mail
- Perform troubleshooting on telephone malfunctions
- Serve as the building point of contact for all telephone/voice mail reports of trouble
- Respond to teacher calls for assistance on the voice mail system
- Assist with telephone/voice mail in-service training

## VIDEO SYSTEM RESPONSIBILITIES

- Assist teachers using the ETR video distribution system including computer control and remote control
- Respond to teachers call for assistance with the video system
- Assist teachers using in-class video equipment
- Assist with video in-service training
- Serve as point of contact for all video malfunctions
- Update user list and passwords
- Update the media/software database

## CREATIVITY CENTER RESPONSIBILITIES

- Assist teachers using the creativity center equipment including video editing
- Maintain the creativity center equipment
- Assist with creativity center equipment in-service training
- Work with students regarding the development of multi-media presentations

## MISSION CONTROL RESPONSIBILITY:

- Serve as Mission Control Monitor loading video and software for distribution through the system

## VIRTUAL COMPUTER CLASSROOM RESPONSIBILITIES:

- Deliver and set up notebook-based computer classrooms
- Clean and maintain notebook computers including battery charging
- Assist with the in-service education

## AUDIO/VIDEO RESPONSIBILITIES:

- Assist teachers in using portable A/V equipment
  - Clean and maintain portable AV equipment including lamp changing
  - Serve as a point of contact for AV malfunctions
  - Maintain records of equipment location within building
-