KINGSWAY REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

Technology Assistant

(Approved 06/17/2020)

Qualifications:

1. H.S. Diploma. Undergraduate work preferred.
2. Experience in the installation, maintenance and troubleshooting of computer hardware.
3. Proven ability and experience multitasking job duties.
4. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: Chief Technology Officer

Job Goal: To provide assistance to Chief Technology Officer in the support and maintenance of the District technology systems.

Performance Responsibilities:

1. Provide level 1 helpdesk repairs for hardware/software systems for all end-users.
2. Assist the Technology Department and District staff in implementing technology into the curriculum.
3. Demonstrate technology as needed.
4. Respond to and complete helpdesk tickets in a timely and efficient manner.
5. Assist the Chief Technology Officer in the day to day administrative duties.
6. Maintain inventory on all technology equipment.
7. Assist the Chief Technology Officer in maintaining a current and accurate inventory of technology hardware and software.
8. Make arrangements on behalf of the Chief Technology Officer with vendors for repair as directed.
9. Performs all other duties as assigned.

Employment Conditions:

Contract year:	July 1 to June 30
Job Family	Technician
Pay Grade/Compensation Structure:	G13
Evaluation:	In accordance with Board policy

Signature Date