

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Site Technology Aide

**Reports to:** Site Administrator

**Classification:** Classified

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

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### **EDUCATION AND EXPERIENCE**

Experience:

Working with school age groups in organizations such as Scouts, Church, YMCA and PTA and/or any successful job experience in similar fields.

Education:

High school diploma or the equivalent. Ability to pass the technology aide proficiency test.

### **SUMMARY**

Under the direct supervision of the school, principal or assigned Certificated District employee assists in the conduct of a variety of instructional activities. Assists with the technology operation. Assigned tasks will be in proportion to specified funding source.

### **SPECIFIC RESPONSIBILITIES**

1. Assists with technology operation following specific instructions;
2. Assists students in the development of communication skills and serves as an appropriate language model;
3. Corrects student work products of an objective nature;
4. Assists in the organizing materials and setting up multi-media equipment;
5. Seeks assistance for non-routine illness and injuries;
6. Assists with technology inventories;
7. Assists staff, teachers and students in the use of technology;
8. Assists the teacher with the use of technology as an extension of the classroom;
9. Installs computer software;
10. Learns multiple software packages and uses them;
11. Troubleshoots technology problems;
12. Performs other related tasks as assigned.

### **SPECIFIC QUALIFICATIONS**

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

-Modern technology, such as: MS-DOS, Windows, CD-ROMS, modems, scanners, laser disc players, Fax machines, internet, VCR's, Cam Corders, audio and video connections, etc.

Ability to:

-Demonstrate a patient, receptive and empathetic attitude toward children;

- understand and carry out oral and written directions;
- establish and maintain cooperative and working relationship with adults and students;
- learn and use new technology and equipment;
- work with classroom teachers and students in various grades, Special Day Class, English Language Development, Intervention, etc.