

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: District Technology Aide

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

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.