HIGHLAND PARK ISD

Office *of* Human Resources

Job Title: Instructional Assistant – Tech Depot

Exemption Status/Test: Nonexempt

Reports to: Principal

Pay Grade/Days: IS02/ 185 days

Dept./School: MIS/HPMS/HPHS

Date Revised: June 2026

PRIMARY PURPOSE:

Work under general supervision to assist students and teachers in use of computers and educational software on campus. Assist students with device troubleshooting and coordinate repairs with device manufacturers.

QUALIFICATIONS:

Education/Certification:

High school diploma or General Educational Development (GED) certificate
Texas instructional aide certificate

Knowledge/Skills/Abilities:

Knowledge of basic computer operations and skills
Ability to operate personal computer and educational software
Ability to work with students and teachers effectively
Ability to communicate effectively
Ability to troubleshoot and problem solve basic computer issues
Effective organizational, communication, and interpersonal skills

Experience:

Experience supporting students
Experience working with technology and basic computer troubleshooting

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Support

1. Assist teachers and students in use of computers, printers, and instructional software.
2. Work cooperatively with teachers to identify student needs for instructional software.
3. Input data and maintain files on student progress and use of instructional programs.
4. Help with inventory, care, and maintenance of equipment.
5. Maintain technology depot in a neat and orderly manner including bulletin boards and displays.

Technical Support

6. Assist students with computer troubleshooting and device repairs.
7. Assist with device inventory entry, tracking and maintenance.
8. Perform local computer backups on a regular basis.
9. Install a variety of computer programs following complex written instructions.
10. Identify problems, troubleshoot and resolve routine problems, and arrange for maintenance and repair of computer equipment with manufacturers when needed.

Student Management

11. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.

Other

12. Assist with office and workroom clerical duties as needed.
13. Assist campus technician with technical support as needed.
14. Maintain confidentiality.
15. Participate in staff development, faculty meetings, and special events as needed.
16. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:
None

Mental Demands/Physical Demands/Environmental Factors:
Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping
Motion: Moderate walking
Lifting: Regular light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15–44 pounds)
Environment: Work inside; may occasionally work outside (exposure to sun, heat, cold, and inclement weather); exposure to noise
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____