



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Technology Site Assistant**

Job Family: **Classified - School Media & Instructional Technology**

Prepared/Revised Date: **August 1, 2026**

FLSA Status: **Non-Exempt**

Pay Range: **SM27H**

Job Code: **41149**

SUMMARY: Responsible for assisting the Technology Systems Site Manager in managing technology systems in a school. Assist in implementation, maintenance, training and use of equipment, business, and instructional systems and applications. Maintain inventory records, provide technical support to staff and students, and troubleshoot complex software and hardware issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Support technology devices in schools including desktops, laptops, printers, smartboards, projectors, document cameras, and various peripherals. Assist in troubleshooting basic hardware problems. Coordinate repair or replacement of equipment. Perform customer replacement laptop hardware repairs.
2. Assist in maintaining software on computers running different operating systems by installing, configuring, imaging, and updating district and site software. Troubleshoot basic networking issues and report unresolved problems.
3. Support students and staff in the use of technology. Provide informal one-on-one and small group training to staff and students on domain access, file server use, District applications, and site software.
4. Assist in maintaining user accounts through the active directory. Record and report District code of conduct violations as related to technology use.
5. Assist in site specific duties which may include the maintenance of school websites and hardware/software inventories.
6. Attend appropriate in-services, building meetings, trainings, and/or school functions.
7. Read trade and technical journals and publications and keep abreast of the latest technological developments related to education.
8. Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent plus two years of college course work in computer science, computer information systems, or related field
- Two years of related experience
- Experience working with students in a school setting preferred
- Equivalent combination of education and experience acceptable
- If assigned to a Title I school, at least one of the following criteria is required
 - completion of at least two years of higher education
 - an associate's (or higher) degree
 - successful completion of the WorkKeys assessment demonstrating instructional competency within one year of hire

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong customer service skills
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Skills in utilizing a variety of software, hardware, equipment, and computer operating systems
- Computer maintenance and troubleshooting skills
- Mathematical skills including basic calculations and application of basic math concepts
- Bilingual oral and written communication skills may be required or preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator



MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Strong operating knowledge of and experience with personal computers, peripherals and media equipment, including maintenance and troubleshooting skills
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	School Administration	
Direct reports:	This job has no direct supervisory responsibilities.	

- May be responsible for supervising the behavior and well-being of students in the classroom/lab

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy				X
Coordinate			X	
Instruct				X
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	



VISION DEMANDS:	Required
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	