

Dumas ISD

Campus Technology Assistant

Job Description

NAME:

SCHOOL:

Job Title: Campus Tech Specialist

Wage/Hour Status:

Reports to: Director of Information Technology

Pay Grade: E

Dept./School: Technology

Date Revised: 6/8/2016

Primary Purpose:

The Campus Technology Assistant reports directly to the Director of Information Technology and is responsible for serving technology integration needs at the campus and district level. Techs are expected to facilitate a smooth integration of technology tools and resources and work with teachers from a technical support and technology integration standpoint.

The tech is expected to be available to support campus and district technology needs at all times as their primary responsibility.

QUALIFICATIONS:

Education/Certification

Associate's degree (preferred)

Technology related certifications (preferred)

Special Knowledge and Skills

Knowledge of current technologies including but not limited to computers, hardware, and software

Understanding of basic networking and computer principles

Strong organizational and communication skills

Experience

Previous tech support and/or experience working in education (preferred)

Technical Support (Hardware and Repair)

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1. Provide technical assistance to campus faculty and staff for use of equipment including computer hardware, software, network use, and other technology.
 2. Maintain campus computing devices and arrange for needed repairs.
 3. Perform upgrades to software and hardware.
 4. Assist with the organization and distribution of district technology.

Technical Support (Customer Service and Assistance)

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1. Provide direction to faculty and staff in the effective use of technology including individual training and staff development activities.
 2. Maintain a positive and effective relationship with campus administrators and staff.



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3. Perform other needed campus duties assigned by Principal when approved by the Director of Technology.
4. Assist classroom teachers with technical support while teacher is utilizing computer lab.

Instructional Technology Integration

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1. Assist in integrating technology into the existing instructional curriculum.
2. Maintain campus accounts in district & campus software programs and online textbook resources.
3. Assist teachers and students with log-ins, passwords, and online classroom setup when needed.

Expectations

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1. Develop needed professional skills related to job assignment
2. Become proficient in Google for Education tools & resources in order to better assist teachers & students.
3. Demonstrate behavior that is professional, ethical & responsible.
4. Articulate & support the District mission & goals in the area of technology to staff and general community.
5. Monitor and assess campus technology use and be proactive in identifying needs, taking initiative to help find solutions and enhance the Technology Initiative campus-wide.
6. Aid in maintenance and upkeep of campus website

Inventory.....

1. Aid Level II Technology staff with technology inventory on campus.
2. Monitor inventory of classroom technology peripherals and initiate end-of-year procedures for safe storage.

Other.....

1. Comply with policies established by federal and state law, state board of education rule, and the local board policy in the area of technology.
2. Comply with all District Regulations and Technology Policy.
3. Other duties as assigned by Technology Department

ACKNOWLEDGEMENT

I have read and received a copy of this job description and understand my duties and responsibilities as indicated.

Signature of Technology Specialist

Date

Signature of Director of Information Technology

Date

