

**Support Staff Positions**  
**Job Description: School Building Technology Aide**  
**(Extra Duty Position)**

**TITLE: School Building Technology Aide**

QUALIFICATIONS sought include, but are not limited to, the following:

- Flexibility and ability to work in all kinds of settings (classroom, lab, office) as needed by staff and students.
- Ability to discern when situations need intervention by the aide or by the District Tech Staff by assisting in the diagnosis of malfunctions of hardware and/or software applications for the purpose of determining appropriate action to maintain computer operation.
- Willingness to assist other personnel as may be required for the purpose of supporting them in the completion of their work activities as well as to be a peer-coach to help integrate technology in the classroom.
- Assist in the coordination and management of technology resources at the school site, which includes but is not limited to displays, digital cameras, scanners, LCD Projectors, desktop and laptop computers for the purpose of assisting the District Tech Department with deploying, tracking and inventorying.
- Participate in appropriate training opportunities on an ongoing basis for the purpose of maintaining technological competency.
- Ability to lift, carry or transport computers and peripherals around the school or to the District Tech Office.

REPORTS TO: A School Building Technology Aide is under the supervision of the District Tech Director.

DUTIES:

1. The job of the School Building Technology Aide is to provide direct assistance for the implementation of technology school-wide, and assure maximum operational effectiveness by supporting the use of technology with students and adults.
2. Perform all other duties as may be assigned.

EMPLOYMENT TERMS: Salary will be \$2,000 per school year. This position is an extra-duty position.

EVALUATION: Performance of this job is to be evaluated by the District Tech Director.

Approved: 12/06/12