

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Descriptions**

JOB TITLE:	Campus Technology Assistant	WAGE/HOUR STATUS:	Nonexempt
REPORTS TO:	Principal at Assigned Campus	PAY GRADE:	745
DEPT./SCHOOL:	Technology	DATE REVISED:	8/27/08

PRIMARY PURPOSE:

To oversee and ensure the smooth operation of all technology at the campus level.

QUALIFICATIONS:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

- Possess a general knowledge of how campus technology equipment is assembled and operated.
- Possess a general knowledge of Windows 95
- Word processing and database skills
- Ability to prioritize work and meet deadlines
- Effective communication and interpersonal skills
- Willingness to execute written employment contract with Plano ISD

Experience:

With Novell networks, computers, printers, laserdisc players, VCRs, and scanners preferred.

MAJOR RESPONSIBILITIES AND DUTIES:

Keep the networks, computers, printers and all technology functioning for teachers and students.

Troubleshoot all types of campus-based technology hardware and software. This includes servers, CPU's, monitors, cables, printers, CD-ROMs, keyboards, mice, digispeech, headphones, speakers, Scan-Its, laserdisc players, VCR's remote controls and other parts of AV bundles, TV monitors, boot disks, hubs, circuit breakers, etc.

Responsible for protecting the integrity of the network by only loading district approved software on individual workstations.

Troubleshoot problems with instructional software (freezing, error messages, etc.).

Maintain a technology repair log - making every effort to diagnose the problem so the repair call can be assigned and handled in an efficient manner.

Maintain printers for ease of use by staff and students-- proper settings on control panels, assign workstations to printers, and clear print queues.

Update files on workstations when directed by the Networking Department.

Serve as support for Windows platform and have a general knowledge of the network software programs.

Perform daily server back up.

Power down and bring up servers on an as needed basis.

Provide teacher assistance and support in the use of the instructional network and the management systems --adding/deleting names and creating classes.

Serve as the building contact for the Technology Department, Networking, vendor deliveries, cabling and electricians.

Coordinate and participate in the delivery and setup of equipment.

Serve as building coordinator whenever network maintenance is scheduled.

Serve as communication liaison between Technology Department and campus staff.

Maintain a campus map that designate locations of servers, teacher computers, printers, wiring closet and electrical circuit breakers.

Create and maintain technology inventory database.

Maintain record of technology equipment from receipt to withdrawal from the building.

Record and report theft of equipment and file necessary reports with police.

Conduct yearly technology equipment inventory.

Maintain and keep adequate supplies of printer toner cartridges in inventory.

Maintain a library of all documentation for software and hardware

Generate and clear purchase orders for equipment repairs through Region X when needed by building.

Communicate with building staff the district Acceptable Use Guidelines.

Support librarian in the use of Dynix and other library-based technology equipment.

Operate the closed - circuit TV and record programs for the staff.

Serve as site trainer for district technology implementations at principal's request.

Assist in decisions/communications relating to future building technology plans, purchases, and technology budgets.

Serve on building technology committees.

Attend training sessions provided by the Technology Department.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Technology Department and/or supervisor.

EQUIPMENT USED:

Computer, printer, AV equipment, peripheral devices, copier, fax and scanner.

WORKING CONDITIONS:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress.

Physical Demands/Environmental Factors:

Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by

Date

Reviewed by

Date

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.