Revised April, 2020

Technology Assistant

Reports to:: Principal

Length of Assignment: 9 months

Tour of Duty: 7:30am – 4:00pm., Monday through Friday, except Legal Discontinuance days as designated on the school calendar and approved by the Board of Directors of Isna Wica Owayawa. Tour of duty begins and ends as stated on school year contracts

Employment Status: At Will

Primary Purpose:

This employee is responsible for assisting the Isna Wica Owayawa Instructional staff in the operation and maintenance of the school online, distance learning program for the 20-21 school year. The employee will be assisting parents and students navigate through their Chromebook operating processes.

Duties:

1. Assisting students, parents and teachers in locating and using media/technology resources such as library books, magazines, audiovisual and video materials, computerized information databases, computer based learning programs and related media/technology equipment.
2. Processing school media technology materials and related equipment for circulation/utilization by students, parents and teachers.
3. Provide organizational skills for the operation by organizing--word processing, statistics, record keeping, correspondence, and filing.
4. Providing preventive care and maintenance of school technology materials and equipment.
5. Provide troubleshooting support for escalated software and hardware problems. Coordinate assistance when required.
6. Install and maintain computer hardware; including Chromebooks, internal cards, and other computer equipment.
7. Provide technical assistance, support, and troubleshooting in the resolution of system communications failures and conflicts.
8. Review, prioritize, and process problem reports; document the progress of projects.
9. Perform other duties as assigned.

Requirements:

1. Ability to satisfactorily complete on-the-job training for technical media procedures.
2. Ability to effectively relate to students.
3. Ability to maintain effective working relationships with co-workers, students and parents.
4. Knowledge of office procedures.

5. Keyboarding skills - computer literacy.
6. Demonstrates regular attendance and punctuality.
7. Emphasis Lakota Language with all staff and students school wide.
8. Will be evaluated two (2) times a year by an immediate supervisor. These evaluations will become part of the permanent school file.
9. Occasional home visits may be necessary.

Qualifications:

- A.A. in Business Computers or Computer Science required.
- Minimum Two (2) years' experience in related field
- Must possess/obtain and maintain a legal driver's license.
- Must take and pass a Drug & Alcohol test, Background check and fingerprinting.