

CASEY-WESTFIELD CUSD #C-4

JOB DESCRIPTION

Position Title: Technology Coordinator Assistant

Department: Technology

Location: District

Reports to: Technology Coordinator

Approval Date: 11/21/22

SUMMARY

Assists in the implementation of technology use in the classroom; setup and maintenance of hardware and software; provides on-site technical support in a 1 to 1 classroom environment.

DUTIES

1. Assist teachers in integrating technology into their classrooms.
2. Maintain and clean technology hardware and peripherals as directed and/or needed.
3. Assist in keeping inventory of equipment, software, and supplies.
4. Assist Technology Coordinator with staff and student network access and security settings including Google Workspace for Education, Admin Console settings, Windows Active Directory including login creation.
5. Assist Staff with the use of e-mail, District websites, web tools, VOIP phone system, and other forms of communication.
6. Maintain repair/replacement and warranty information on all technology related equipment, including 1 to 1 device repair.
7. Perform other duties as requested and assigned by the technology coordinator, building principals, and/or the superintendent

QUALIFICATIONS

1. Knowledge of various computer applications (Google Workspace for Education, Chrome OS)
2. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
3. Demonstrated proficiency as well as a demonstrated commitment to the use of educational technology.
4. Such alternatives to the above qualifications as appropriate and/or acceptable.

SCHEDULING

Hours may vary based on school district needs.