

**Madison Public Schools
Position Description**

- POSITION TITLE:** Paraprofessional III- Technology
- LOCATION:** Technology- District wide
- REPORTS TO:** Manager of Administrative Services
- SUMMARY:** Responsible for the maintenance and support of all District computer hardware, peripheral equipment, and related software. This is a District position that reports to the Manager of Administrative Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Some or all of the following duties and responsibilities may apply.)

1. Maintains server and network for assigned building.
2. Maintains computers.
3. Installs appropriate software onto computers as needed.
4. Installs, maintains and supports desktop computer hardware.
5. Installs, maintains and supports peripheral equipment, including but not limited to printers, scanners, and LCD projectors.
6. Installs, maintains and supports Windows desktop operating software.
7. Installs, configures, and troubleshoots instructional and administrative software.
8. Uses disk imaging software to create, maintain and restore desktop computer hard drives.
9. Assists with management of network hardware and operating system software.
10. Assists with maintaining and adding components to building network.
11. Maintains tape back-up systems for building network servers.
12. Assists staff with maintenance of classroom and lab computers.
13. Assists staff with use of the Internet and other technology.
14. Assists students and staff and troubleshooting hardware, network, and connectivity problems.
15. Assists the students, staff and district computer specialist in technical tasks.
16. Assists staff members and students in troubleshooting software, hardware, and network problems.
17. Maintains equipment inventory.
18. Maintains inventory of critical spare parts for computer equipment in assigned buildings.
19. Assists building staff with management of consumable supplies for technology equipment.
20. Assists with and maintains the multimedia stations and multimedia carts.
21. Operates standard school equipment such as laminator, copier, audiovisual equipment, etc.

22. Participates in District sponsored professional development to maintain and advance technology skills.
23. Maintains current information and knowledge of school district operations.
24. Maintains professionalism and respects confidential nature of the work place.
25. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

A High School Diploma or General Education Development test (GED) and either two years of college credit or an associates degree or higher or a passing grade of the State Board of Education adopted Paraprofessional Assessment which assesses content in mathematics, reading, writing and an understanding of how to assist in the instruction of those topics. Computer technology skills and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as general business periodicals, professional journals, equipment operating and maintenance instructions and policy and procedure manuals. Ability to read and write routine reports and correspondence. Ability to speak clearly and effectively.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form. Ability to deal with problems involving several concrete variables in standardized situations and where only limited standardization exists. Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES:

Proficient keyboarding skills (45-55 words per minute.) Ability to operate a personal computer and related software including word processing, spreadsheet and database programs (e.g. MS Word, Outlook, Excel, etc.) Ability to develop working relationships with students and staff, vendors parents, administrators and the school community. Ability to communicate clearly and concisely both orally and in writing. Ability to handle a multitude of responsibilities with minimal supervision.

The Madison Public Schools job descriptions are intended to be in compliance with the Americans with Disabilities Act (ADA).

Revised 4/1/2007