



<b>Job Title:</b>	MIS Technology Assistant	<b>Status:</b>	Non-exempt
<b>Reports to:</b>	Campus Technologist Supervisor	<b>Terms:</b>	220 days
<b>Pay Grade:</b>	Part-Time Hourly	<b>Salary Range:</b>	\$15/hour
<b>Dept./School:</b>	MIS Dept./Support Center	<b>Date Revised:</b>	June 25, 2025

**Position Summary:**

The Technology Assistant plays a vital role in preparing devices for district-wide deployment ahead of the new school year. Responsibilities include unboxing equipment, performing thorough cleaning, maintaining accurate inventory records, and ensuring all devices are properly configured and ready for educational use.

**Education/Certification:**

Candidates should exhibit a strong desire to learn and be in the process of completing a high school education or equivalent.

**Special Knowledge/Skills:**

Strong organizational, communication and interpersonal skills  
Perform repetitive tasks in a timely manner  
Ability to easily adapt to and learn new technologies  
Excellent problem-solving skills  
General knowledge of current Windows and Chrome Operating Systems  
General knowledge of Google/Microsoft Office Products  
Must have a passion for technology, willingness to learn, and self-initiative  
Reliable transportation to and from work required

**Duties/Responsibilities:**

- Clean and prepare devices for District use
- Prepare labels and barcodes for inventory
- Set up computers (desktop/laptop) and necessary peripheral devices
- Comply with GISD computer & network configuration and security guidelines
- Regular and on time attendance at work is essential for this position
- Perform other tasks and assumes other responsibilities as assigned by supervisor or Director of MIS

**Equipment used:**

Computer, scanner, box cutter, label maker

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer

Heavy and repetitive lifting

Travel between locations

Possible additional hours required

*The Galveston Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law.*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of responsibilities and duties that may be assigned or skills that may be required.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_