

GRAND ISLAND PUBLIC SCHOOLS JOB DESCRIPTION

Position Title: Secondary Media Assistant

Job ID #: 51872 (GR1200)

Reports To: Building Principal

FLSA Status: Hourly, non-exempt

At-Will Position: This position is an “at-will” position and may be terminated, with or without cause, at any time at the sole discretion of the Superintendent or Superintendent’s designee.



Position Purpose: The Technology Assistant plays an integral role in assisting the building administration, and district IT staff by providing support to the technology needs of students and staff; troubleshooting, updating and maintaining computers and related equipment; and assisting with the workload of the media center, lab and other technology based equipment at the school site.

Desired Characteristics:

- Excellent interpersonal communication and customer service skills.
- Ability to analyze, diagnose, and resolve reported problems on hardware, software, OS, applications and mobile devices.
- Comfort with web based tools and search engines to independently research issues and provide resolutions.
- Strong decision making and problem solving skills.
- Perform math operations, reading and interpreting of instructions, and understanding multiple step instructions.
- Ability to work independently or at the direction of a supervisor.
- Ability to retain detailed information needed to solve complex problems.
- Flexibility to work with a diverse group of children and adults under a variety of circumstances.
- Good organizational skills and the ability to handle multiple tasks.
- Adaptive to varying customer knowledge and skill levels (patience).
- Seeks and attends ongoing training to improve service and learn new products and procedures.



Job Responsibilities:

- Provide a high level of customer service to staff and students.
- Responds to classroom needs for technology support in a timely manner.
- Responds to student one-on-one technology support needs.
- Resolve first and second tier technical support issues for staff and students.
- Utilizes help desk software and knowledge base information to expedite and track issues and projects.
- Maintains the organization, utilization, repair of media center and lab technologies.
- Keeps a clean, safe, and functional workspace.
- Coordinates scheduling and maintaining technological equipment, media center and lab (e.g. Computers, Projectors, Tablets, etc.).
- Performs the annual and on demand inventory of materials and equipment.
- Assists in ordering new materials and equipment.
- Installs, maintains, and troubleshoots computer hardware and software.
- Monitors and maintains student and staff access to network resources in a confidential manner according to District procedures.
- Assists students and teachers with completion of projects and assessments utilizing the lab and media

- center equipment and materials.
- Assists with maintaining the building website and documentation of building activities.
- Maintains current knowledge of materials and technology.
- Responsible for occasional supervision of the media center and lab when the integration specialist or media assistant is not present.

Additional Job Responsibilities:

- Performs other duties as required by the supervisor.
- Serve as a role model to all students.
- Serve as a positive member of the community in a way that does not negatively affect the District's reputation or image in the community.
- Refrain from engaging in conduct that interferes with the operations of the District, including the education of students.
- Develop and maintain a positive and professional working relationship with other staff and administration.
- Adhere to all District policies, rules, regulations, and supervisory directives.
- Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
- Adhere to the code of ethics of the District and the Nebraska Department of Education (NDE Rule 27).



Position Requirements:

- High school diploma or equivalent required
- Associates degree in Computer Technology or related field preferred

Essential Functions: The essential functions of the position include:

- Regular, dependable in-person attendance on the job;
- The ability to perform the identified responsibilities and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and
- The ability to perform the following physical requirements in the identified working conditions:

	Never (0%)	Occasional (1-32%)	Frequent (33-66%)	Constant (67%+)
Standing			X	
Walking			X	
Sitting			X	
Bending/Stooping/Squatting			X	
Reaching/Pushing/Pulling			X	
Climbing		X		
Driving		X		
Typing			X	
Physical Tasks		X		
Lifting (25 lb max)		X		

Carrying (50 ft)

X

Manual/Finger Dexterity Tasks medium level

Working Conditions No exposure to hazards except those associated with travel between or being in schools.

Grand Island Public Schools do not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.