

HUDSON CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	TECHNOLOGY AIDE	File 412
Reports to:	Assigned administrator/supervisor	
Job Objective:	Provides classroom instructional technology support services to staff and students	
Minimum Qualifications:	<ul style="list-style-type: none">Valid state department of education license/permit as determined at the time of appointment.Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).Ability to clearly communicate technical information and work with a wide range of staff interest/skill levels.Demonstrates an understanding of instructional technology applications in an academic environment.Training/work experience in Google Workspace, iOS, Mac, and Windows systems.Ability to support and maintain Chromebooks, iPads, computers and peripherals (e.g., document cameras, projectors, SMART Boards, copiers etc.).Displays patience, flexibility, reliability, self-discipline and a willingness to take on challenging tasks.Is customer-service oriented and collaborative.Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.Maintains a record free of criminal violations that would prohibit public school employment.Meets mandated health screening requirements following a conditional offer of employment.Shows evidence of core computer competencies deemed appropriate at the time of hire.Successful completion of training in communicable disease, child abuse/neglect, CPR, and/or first aid/injury prevention may be required as a condition of employment. <p><i>NOTE:</i> An Ohio School Van Driver Certificate may be required as a condition of employment.</p>	
Essential Functions	<p>1. Helps staff/students use instructional technology resources effectively. Participates as an active member of the educational team. Provides building/district instructional technology support services.</p> <ul style="list-style-type: none">Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.Prepares/maintains accurate records as directed. Submits required paperwork on time.Helps staff/students use instructional technology resources effectively.Supports the correct use and care of program resources.Supports student and staff instructional technology devices with an emphasis on 1:1 Chromebook and iPad programsSupports building copiers and 3D printing.Supports district instructional technology projects and initiatives and actively seeks opportunities to collaborate with staff.With guidance, maintains existing equipment in response to help desk tickets. <p>2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.</p> <ul style="list-style-type: none">Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.Contributes to an effective and positive work/learning environment. Performs all assigned duties.Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.Maintains a professional appearance. Wears work attire appropriate for the position.Maintains an acceptable attendance record and is punctual.Respects privacy and maintains the confidentiality of privileged information.Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines. <p>3. Maintains open/effective communications. Serves as a reliable information resource.</p> <ul style="list-style-type: none">Provides prompt notification of personal delays or absences.Refers district policy interpretation questions to an appropriate administrator.Seeks clarification when directives/expectations are unclear.Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.Works with staff to ensure shared resources are used effectively. <p>4. Pursues opportunities to enhance professional performance.</p> <ul style="list-style-type: none">Participates in training to keep current with professional standards associated with work duties.	

- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

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5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Monitors students as directed. Maintains high standards for appropriate conduct. Recognizes and responds to prevent aggressive behavior or harassment. Complies with district procedures and federal/state laws when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with all mandated safety regulations and follow district protocols when involved in the following situations while performing district duties:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing strenuous or repetitive physical tasks for extended periods of time.
- Traveling to meetings and work assignments.
- Working in confined spaces and/or under variable lighting conditions.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Hudson City School District.

The Hudson City School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.