

**MANKATO AREA PUBLIC SCHOOLS**  
**Independent School District No. 77**

Job Description #

**Job Title:** Building Technology Assistant  
**Effective:** July 2023  
**Unit:** Non affiliated  
**Pay Equity:** B22 - Category 1, 175 days a year (9 month/school year), 6.5 hours/day  
**Supervisor:** Building Principal and Director of Educational Technology and Information Services

**Job Summary**

The Building Technology Assistant is the first line of support for building level technical support, providing technical assistance for staff and student use of technology in the school building. This position manages the deployment, support and maintenance of our 1-to-1 environment for students and staff. The Building Technology Assistant position ensures school site technology is maintained and operates correctly. This position troubleshoots and resolves technical problems in the building. The position also supports teachers in use of technology for curriculum delivery and student engagement.

<b>TASK NUMBER</b>	<b>PERCENT OF TIME</b>
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**TASK DESCRIPTION**

**1      100%**

- Assist in troubleshooting software problems and provide support for software application including but not limited to: Google Workspace for Education, Canvas, Google Classroom, and building specific software.
- Provide support for classroom tools such as sound systems, projectors, and other devices.
- Provide instruction to and assistance/consultation with staff on operations and use of technology.
- Assist with new education technology initiatives, including implementation and support.
- Utilize district inventory and repair system to enter ticket repair requests, prepare devices for repair services, ship and receive devices under repair warranty.
- Assist with AV setups, as needed.
- Attend district technology department and professional development meetings.
- Assist with system setup, maintenance, and troubleshooting for all building technology.
- Manages technology inventory across the school utilizing our district inventory system.
- Assists in the maintenance of network user accounts for current and new staff and students.

- Provides technical support for state testing and reporting applications.
- Supports Media Center operations as needed.
- Perform other building duties as assigned.

### **Safety Responsibilities**

All employees of District 77 will promote and represent site safety by performing their job in a manner that reflects any and all relevant District safety guidelines or policies.

### **Qualifications**

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, skill, and/or ability required.

- Minimum of High School Diploma or equivalent.
- Computer experience supporting/troubleshooting computer hardware, software and connectivity, wired and wireless, preferred.
- Previous experience working in school districts is preferred.
- Evidence of the ability to learn and support a variety of devices such as but not limited to Chromebooks, Mac Minis, Macbooks, PCs, Apple TV's, printers, iOS devices, document cameras, flat panel displays, projectors, classroom audio systems, and other building technology.
- Must have excellent customer service skills and the ability to communicate effectively both orally and in writing with employees at all levels in the school district.
- Knowledge of student learning and behavior management techniques preferred.
- Proven ability to establish and maintain cooperative and effective working relationships with others. Evidence of the ability to follow through with students and staff.
- Evidence of the ability to be flexible and patient in responding to student and staff needs.
- Ability to understand and follow data privacy rules and regulations related to students and staff.
- Must have the ability and proven record of reporting to work on a regular and punctual basis.
- Evidence of strong organizational skills and ability to multitask.
- Evidence of the ability to read and interpret documents and manuals such as operating and instruction manuals, software manuals, and procedure manuals.
- Retains current driver's license for transporting equipment.

### **Organizational Relationships**

The Building Technology Assistant reports to the Director of Educational Technology and Information Services.