

TITLE: TECHNOLOGY SPECIALIST (K – 12)

QUALIFICATIONS:

- Minimum of 30 college credit hours
- Knowledge and skill in computer use
- Some familiarity with networked systems.
- Ability to take direction
- Desire to work with children.

REPORTS TO: Building Principal

WORK YEAR: 200 Days

SALARY: Hourly

JOB DESCRIPTION: To assist teachers in the use of computer technology.

Primary Responsibilities

1. Troubleshoots media and school-wide instructional problems including: diagnosing problems, repairing minor problems, communicating problems in cooperation with the Media Specialist and/or the District Data Processing Specialist, keeping track of replacement equipment, and checking to see that repairs are completed.
2. Maintains accurate records of all maintenance, inventory and security resources associated with computers in the lab and in the building.
3. Assists individual teachers in the use of education technology in the instructional program through a planned process, including updating approved licensed renewals.
4. Is familiar with the instructional software available in the building and assist teachers in using that software.
5. Assists teacher in use of the network and other technologies (i.e., computers, laserdisc, VCR).
6. Monitors the fileserver deleting documents and programs as needed to maintain the integrity of the server; maintains documentation related to warranties and licenses. Inputs and maintains all login and passwords.
7. Assists teachers in getting technology-related supplies as needed.

Wauconda Community Unit School District #118

Page Two – Technology Aide (K – 12)

8. Replaces toner cartridges in laser printers and ink-jet cartridges in ink jet printers as needed.
9. Routinely maintains the cleanliness of computer monitors, keyboards and disk drive mechanisms.
10. Sets up lab and classroom computers prior to or after the student school day.
11. Attends training as needed.
12. Maintains contact with the Media Specialist for purposes of coordination and supervision of computer lab and the networking of technology within the school.
13. Downloads information to the school website.
14. Other duties as assigned.