



Lakeland Joint School District #272
15506 N. Washington Street,
Rathdrum, ID 83858

TITLE:

Secondary Lab Technician / Site Coordinator

JOB SUMMARY:

To familiarize and educate secondary students in the use of computers, including keyboarding, media literacy, digital citizenry, technology terminology and general use of software, hardware and the internet.

To ensure the smooth and efficient operation of all technology applications including computer hardware, software, training and instruction for the school district. To possess the fundamental skills necessary to address building software and hardware technology issues.

QUALIFICATIONS:

1. A high school diploma or equivalent.
2. Show work experience with technology relating to computer management, mobile devices, and/or multimedia applications.
3. Knowledge of basic operation, maintenance and minor repair of PC's classroom software and application; internet; installation and de-installation practices; hardware and peripheral device functionality; network basics, chromebook management, and Internet practices.
4. Familiarity with state-of-the art technology as it pertains to educational applications.
5. Interact and teach to youth that have varied ages, backgrounds, and technology experience.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. Growth mindset.
8. Effective use of de-escalation skills when working with frustrated parents, students, or staff
9. Adept at building capacity and empowering self-efficacy in others.
10. Model integrity, authenticity, transparency, responsible leadership, ethical supervision and the highest standard of professionalism.

REPORTS TO:

Principal(s), directly, as per building assignment. Instructional Technology Director, indirectly, and during breaks in school session.

Initial & Date _____

PERFORMANCE RESPONSIBILITIES:

(not limited to, but may include)

1. Develop and implement, in coordination with the District Technology Integration Coach, grade appropriate lesson plans for secondary classes and create corresponding activities.
2. Teach selected students the necessary skills to achieve continuity and proficiency in the use of keyboard, computer functions, media literacy, internet safety, and responsible digital citizenry.
3. Collaborate with teachers regarding schedules, coordination of computer functions that are helpful in classroom projects and lessons, and verifying internet content for student use.
4. Provide classroom management, supervision, and direction for students, including instructional focus and expectations for the lesson.
5. Help support other staff members during ISAT testing.
6. Receive and execute direction from the Technology Department regarding software installations, updates and the implementation of technology standards, policy, and procedure.
7. Assist with technical support for the proper operation, application, and maintenance of district computer hardware and software.
8. Provide technical assistance to building staff in the utilization of technology.
9. Assist with planning staff training as it relates to the application of technology in the instructional and administrative process.
10. Make minor repairs and alterations to on-site equipment, as appropriate.
11. Assist with a program and schedule for routine cleaning and maintenance of technology equipment.
12. Install new equipment and wiring as necessary to keep all technology systems functioning properly.
13. Perform other duties as assigned.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

Initial & Date _____

NOTE:

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Board Approval Date:

Last Revision:

Employee Name _____ Date _____

Employee Signature _____

Human Resources _____