



## Paraprofessional Vacancy Richardson ISD

**POSITION:** ELEMENTARY TECHNICAL SUPPORT

**REPORTS TO:** CENTRAL - EXECUTIVE DIRECTOR INSTRUCTIONAL TECHNOLOGY

**PERIOD OF EMPLOYMENT:** 10 MONTHS – 187 DAYS +10 DAYS      **POSITION CONTROL #** 41260009

**SALARY:** LOCAL PAY GRADE: NCJ      **SALARY RANGE:** \$35,530 -\$36,278

### QUALIFICATIONS:

- High school diploma or equivalent.
- Three years general clerical and customer service experience.
- Preferred three years technology-related job experiences.
- Knowledge of MacOS, iOS, ChromeOS, and Windows
- Knowledge of software packages such as MS Office Suite, iWorks, and Google Workspace.
- Effective organization skills.
- Responsible and able to work independently.
- Communicate clearly in person and email.
- Ability to be flexible and to understand changing technologies
- Reliable transportation to and between district campuses and central buildings

### RESPONSIBILITIES:

- Travel between campuses to work with various members of RISD, including administrators, teachers, librarians, PTA sponsors, iTeam, and Technology Management Services; providing technology support at the campus level.
- Communicate verbally and in writing with campus administration, staff and to central office personnel.
- Facilitate/Implement campus Technology Lab logistics, including maintaining a safe and clean lab environment where applicable.
- Facilitate/Implement campus 1:1 device logistics: spreadsheet management (serial number, class, username, etc.), manage excess devices and accessories on campus, complete management duties in a timely manner.
- Inventory all campus classroom technology, including beginning of year and end of year for accountability.
- Setup, maintain, and troubleshoot campus technology hardware, including computers, printers, cameras, televisions, and iPads, and other peripherals.
- Ability to troubleshoot and problem-solve different technologies for solutions.
- Organize student devices for beginning of the year distribution and end of year collection.
- Ensure technology is in working order to promote the integration of technology in the teaching and learning process (example, resetting passwords) using appropriate applications such as JAMF, Google for Education Administrative panel, Apple School Manager, and Active Directory Users and Computers.
- Attend regularly scheduled meetings with the Central Technology Department and communicate information as needed in a timely manner.
- Maintain prompt and regular attendance.
- Other duties as assigned.

### APPLICATION PROCEDURE:

Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>

#### EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.

The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references. Applicants will be contacted if an interview is needed.

**DEADLINE FOR APPLICATION: UNTIL FILLED**

APPROVED: Christopher B. Goodson

Dr. Christopher B. Goodson  
Assistant Superintendent - Human Resources

DATE: 02/16/2024

**EQUAL OPPORTUNITY EMPLOYER**

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.