ELEMENTARY SCHOOL DISTRICT 33
321 East Forest Avenue
West Chicago, Illinois 60185

JOB DESCRIPTION
Computer Aide - Advanced

Department: Department of Technology
Reports to: Director of Technology
Employment: 12-month, full-time
FLSA Status: Non-Exempt
Union: Support Staff Association (SSA)

JOB GOAL
To assist in establishing a well-organized, smoothly functioning educational environment in which students can take full advantage of the instructional technology program and available resource material.

QUALIFICATIONS
- Two years post-secondary education or equivalent
- Interpersonal and communication skills to work well with elementary children and staff
- Knowledge of computer software and hardware, troubleshooting and repair
- Ability to read, write and understand English
- Ability to lift and/or carry a minimum of 40 pounds
- Valid drivers' license and ability to provide own transportation
- Such alternatives to the above qualifications as the Board finds appropriate and acceptable

ESSENTIAL PERFORMANCE RESPONSIBILITIES
The tasks listed below are representative of the essential performance responsibilities the Computer Aide-Advanced is expected to perform to a proficient level. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. Installs and maintains computer operating systems, application software, and related computer equipment.
2. Provides technical support, troubleshooting, and repair for software and hardware problems.
3. Assists with annual hardware and software inventory.
4. Assists with the creation and deployment of computer and software images throughout the District.
5. Provides software and hardware deployment.
6. *Provides advanced trouble-shooting for desktop and laptop computer problems.*
7. Assists in record-keeping regarding the functioning and inventory of the District's computers, and equipment and related repairs.
8. Trains other individuals for the purpose of ensuring their ability to use computer systems and software.
9. Assists classroom teachers and other staff in the implementation of technology related projects and learning activities.
10. Assists students during instruction in computer labs.
11. Assists with the orientation and training of new computer aides.
12. Increases professional and technical knowledge by attending trainings established by the District and/or department.
13. Performs such other tasks and assumes such other responsibilities as may be assigned from time to time.

ADDITIONAL DUTIES AND RESPONSIBILITIES
The additional duties and responsibilities described here are representative of those necessary to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to travel to District locations to complete performance responsibilities.
- Ability to work independently and as part of a team.
- Ability to establish and maintain cooperative working relationships with others in the course of the workday.
- Ability to communicate effectively with all levels of end-users.
- Ability to understand and implement written and verbal instructions.
- Ability to add, subtract, multiply and divide in tasks related to performance responsibilities.
- Ability to work in the standard school building environment.

EVALUATION
The Computer Aide-Advanced is evaluated annually by May 1 by the Director of Technology