

April 2025

**RICHLAND SCHOOL DISTRICT 88A**  
**JOB EXPECTATIONS**  
**Technology Aide – Part Time**

**QUALIFICATIONS:**

1. High School graduate, or equivalent (Associate Degree or higher preferred)
2. Experience in a technology related field or coursework
3. Prior experience in basic repair and set up of hardware and software
4. A basic understanding of network security
5. Such alternates to the above qualifications as the Board may find acceptable

**PHYSICAL QUALIFICATIONS:**

1. Certificate of good health signed by a licensed physician
2. Bending, carrying, climbing, lifting, pushing, pulling, reaching, sitting, standing, and walking while working with equipment
3. Must be able to occasionally lift, move, or push items up to 50 pounds

**REPORTS TO:** Director of Technology & Media Services

**JOB GOAL:** To assist teachers and students in the maintenance and operation of hardware and software To assist students, staff, and administration in the overall maintenance and operation of hardware and software.

**PERFORMANCE RESPONSIBILITIES:**

1. Regular and punctual attendance to perform duties. Absences only for personal illness, family emergencies, civic duty, or pre-arranged days off w/supervisor approval, pursuant to Richland School Policy
2. Dress professionally
3. Be a resource for technical trouble shooting at the district and building level
4. Able to do basic repair and set-up work with all District hardware
5. Assists individual students or teachers with trouble shooting and repairs
6. Provide basic technology training for students and staff
7. Maintain knowledge of current trends and issues in technology
8. Installs and maintains software applications on District equipment
9. Address and answer help tickets in a timely and efficient manner
10. Maintain strict confidentiality as it relates student, personnel, and school business
11. Assist with distribution of devices to students before, during or after school hours
12. Perform tasks assigned from the Director of Technology
13. Work in a collaborative fashion with other staff members
14. Professional demeanor through communication with colleagues, supervisors, parents, students, and staff. Refrain from comments, actions, etc. which would distract from a friendly work environment.
15. Provide timely communication with direct supervisors

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16. Refrain from personal telephone conversations and cell phone use within the workday

17. Other duties as assigned by administration

**TERMS OF**

**EMPLOYMENT:** 0.5 FTE, Salary to be established by the Board of Education. Schedule shall be established by supervisor and not exceed 20-hours per.

**EVALUATION:** Performance of this position shall be evaluated annually in accordance with the applicable policies of the district.

*The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act ADA and is not an exhaustive list of the duties performed for this position as additional duties may be assigned.*