

CHISAGO LAKES SCHOOLS, ISD #2144

TITLE: Media / Computer Lab/ Bldg Tech Support Para HS

QUALIFICATIONS:

1. High School diploma or equivalent
2. Ability to work positively with students, parents and staff.
3. Able to lift 50 pounds.
4. Demonstrated aptitude for the work performed.
5. Experience with Microsoft Office Products.
6. Such alternatives to the above qualifications as the Technology Staff and/or Board may find appropriate and acceptable.

REPORTS TO: Media Specialist, District Technology Coordinator & Principal

JOB GOAL: Provide building technology support, assist students in the Media Center and provide help for students and teachers with the operation of computers and programs.

PERFORMANCE RESPONSIBILITIES:

1. Supervises students in computer operation and programs.
2. Previews and recommends software and assists teachers in their selection of teaching supplements.
3. Provides systems maintenance and troubleshoots for all building technology.
4. Loads software on network and lab/grade level computers as appropriate.
5. Provides network file and print administration.
6. Inventories building computers, software and equipment.
7. Maintains a functional and attractive computer lab.
8. Maintains inventory of tech supplies for building.
9. Assists staff and students when introducing new technology or software.
10. Provides tech support to building staff for all testing and reporting applications. (Skyward, I-Plan, Map testing)
11. Coordinates all repair and security issues with district tech staff.
12. Assists Media Center patrons; processes and shelves library materials; performs other library duties as needed.
13. Maintain confidentiality as per mandated data privacy laws.
14. Performs other building duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.