

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

Technology Aide

CLASSIFICATION:

Administrator:

GEEA

ESP:

X AFSCME

 EXEMPT

DEPARTMENT:

Technology

REPORTS TO:

- Building Principal
- Director of Technology

GENERAL RESPONSIBILITIES

The Technology Aide assists students and the school staff in utilizing and integrating technology into the curriculum in order to enhance learning.

ESSENTIAL JOB FUNCTIONS

- Provides first level of technical support for staff, classrooms, computer lab and administrative computer hardware, software and network problems.
- Assists teachers and students with classroom technology as needed.
- Provides first level of training for students and staff on hardware and software utilization.
- Coordinates and communicates with students, building staff, parents and district staff on building level technology issues.
- Identifies and communicates technical problems to appropriate staff.
- Tracks problems until they are resolved.
- Completes periodic, maintenance and cleaning of computer hardware.
- Manages or assists in setting up computer lab schedule and other technology reports.
- Coordinates and trains volunteers as needed.
- Periodically updates school inventories, district hardware and software databases.
- Assists with functions and usage of the computer lab and other pieces of hardware.
- Develops and maintains relevant filamentality sites linked to the school website as directed.
- Interfaces with all levels in the school.

KNOWLEDGE AND SKILLS

- College credits in technology related courses preferred.
- Experience in PC based computer systems and software required.
- Prior experience with students preferred.
- Interpersonal, communication and organizational skills.

EDUCATION AND CREDENTIALING

- High School diploma or equivalent required
- Must hold a valid Illinois State Aide Certificate.

EVALUATION

- Building Principal or Assistant Principal in conjunction with Director of Technology will evaluate annually.

DIRECT REPORTS TO THIS POSITION

- Not applicable.

WORK YEAR

- 10 months

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.			X	
Pushing/pulling carts, dollies, etc.			X	
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.		X		
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature