

## **Job Description**

### **BOARD OF EDUCATION DENVILLE**

**TITLE:** Technology Assistant

- QUALIFICATIONS:**
- 1. Two Years of College or Technical School or equivalent background.**
  - 2. Technical experience, appropriate to the hardware and software used by the district.**
  - 3. Demonstrated technical knowledge of the hardware and software necessary to operate and maintain a website and other software for an educational organization, with specific knowledge of the hardware and software used by the district.**
  - 4. Experience with Student Information System (SIS) used by the district to assist in data input, reporting, and basic troubleshooting.**
  - 5. Knowledge of communication programs utilized by the district to send out emails, text messages and phone calls.**
  - 6. Experience providing one-to-one and classroom setting training for educators on technical applications and composing technical documentation for the district.**
  - 7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.**
  - 8. Strong communication and interpersonal skills.**

**REPORTS TO:** Manager of Technology

**JOB GOAL:** To assist administer in the upkeep of the web site and SIS data and reporting. Assist with district wide communications using district selected software for emails, text messages and phone calls, including weekly email. Make necessary updates to weekly emails and website as needed.

**PERFORMANCE RESPONSIBILITIES:**

- 1. Adds timely information to the district's web site and email communications in order to provide information about the district to students, parents, other district residents and the news media. Participates in review of electronic communications with parents, staff, other agencies, and the community.**
- 2. Troubleshoots and repairs bugs and problems on the district website.**
- 3. Maintains district alerting software for emails, texts and phone calls to be used regularly and in emergency situations.**
- 4. Input of new student data into SIS to assist in the accuracy of necessary district reporting data.**
- 5. Assists with all technology aspects of PARCC or any other testing in the district.**
- 6. Works on support tickets as needed.**
- 7. Works flexible hours and coordinates with staff to provide timely information on a regular basis and also in emergency situations.**
- 3. Performs other related duties as may be assigned.**

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of noncertified staff.

**APPROVED:** May 18, 2015