



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **JOB DESCRIPTION:**

### **TECHNOLOGY SUPPORT ASSISTANT**

#### **QUALIFICATIONS:**

1. Possesses high school diploma (required) training at technical institute, or Bachelor's Degree (preferred), and Teaching Certificate (preferred).
2. Demonstrates knowledge of technology hardware and software as well as audio-visual equipment and other media.
3. Demonstrates effective problem solving, communications, organization, record keeping and interpersonal skills.
4. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
5. Such alternatives to the above qualifications as the Board may find appropriate and/or acceptable.

**REPORTS TO:** Network Engineer

**JOB GOAL:** To provide technological support and training for students, faculty, staff and administration; assist faculty members in facilitating students' learning activities; maintain the district's technology hardware and software in a condition of operating excellence so that full educational use of it may be made at all times.

#### **PERFORMANCE DUTIES:**

1. Instructional Support
  - a. Helps students, teachers and staff to master equipment or instructional materials.
  - b. Assists the classroom teacher in the delivery of an effective instructional program.
  - c. Works with individual students or small groups of students to reinforce the learning of information or skills initially introduced by the teacher.
  - d. Operates and cares for equipment used in the classroom for instructional purposes.

## 2. Technology Support

- a. Provides training and support for technology implementation in the classroom and laboratories and to faculty, staff and administrators in required activities such as grading.
- b. Develops and maintains an inventory of all computer equipment, parts and software in the lab in accordance with district procedures.
- c. Installs software as needed.
- d. Distributes equipment to staff in accordance with established policy and practice.
- e. Troubleshoots problems on computer equipment and/or facilitates repair of equipment.
- f. Assists in the development of a preventive maintenance plan for all computer equipment in the district, then cleans and maintains all technology equipment in accordance with the established plan.
- g. Provides input into the development of the district budget for computer equipment as well as for the maintenance of this equipment in accordance with district procedures.
- h. Assists in the development of annual and multi-year plans for purchase, distribution and replacement of technology equipment.
- i. Assists the Network Engineer or designee in the maintenance and utilization of equipment warranties.

## 3. Student Management

- a. Supports the teacher in maintaining a classroom environment that is conducive to learning and appropriate to the needs and interests of the students.
- b. Maintains student conduct in situations assigned by the principal in accordance with the contractual agreement.

## 4. School and Community Relations

- a. Cooperates and shares professionally with other members of the staff.

- b. Keeps the Network Engineer or designee informed about his/her activities and accomplishments.

5. Professional Improvement

- a. Conducts training sessions for district personnel on the maintenance and (simple) troubleshooting of equipment, the installation of hardware and software, the implementation of software programs and other relevant topics.
- b. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures and budget allocations.

6. Other Assigned Tasks

Performs such other duties and assumes such other tasks as may be assigned by the School Business Administrator or designee.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary as established by the Holmdel Township Board of Education.

**EVALUATION:** Performance will be evaluated in accordance with the provision of the Board's policy on the Evaluation of Personnel.

**SOURCE:** Regular Board Meeting

**DATE:** May 16, 2001

**REVISED:** August 15, 2001

**REVISED:** July 12, 2006