

RIPON AREA SCHOOL DISTRICT Job Description

Department: Information Technology (IT)

Job Title: Technology Support Assistant/Media Center Aide

Qualifications: Education Level: High school diploma required. Training at technical Institute, or Bachelor's Degree and/or Teaching Certificate preferred.

Other Requirements: Demonstrates knowledge of current technology hardware and software as well as audiovisual equipment and other media. Demonstrates effective problem solving, communications, organizational, record-keeping, and interpersonal skills.

Reports to: Building Principal/Director of Technology

Job Goals: 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.

Essential Job Functions/Responsibilities:

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, library media centers and to faculty, staff and administrators.
 - 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.

3. School and Community Relations

- a. Able to effectively communicate with other members of the staff.
- b. Keeps the Principal and Technology Director informed about his/her activities and accomplishments.

4. 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.

5. Media Center Responsibilities

- a. Performs library operating functions. Supports book and periodical operations; enters new books and periodicals into the computer file; conducts circulation desk duties; maintains current periodical file; catalogs books; repairs books and materials; and reserves books for patrons; schedules audio/video equipment use; circulates audio/video equipment in the school; processes incoming books, audio/video equipment, and computer hardware/software; assists in conducting the library's inventory of materials and equipment; and participates in the maintenance of the library's collection of materials and equipment.
- b. Provides library services for teachers. Assists teachers in locating material in the library; helps teacher in using audio/video equipment in the library; familiarizes teacher with the library's computer software; assists teacher in ordering audio/video equipment from the video center; lends library's audio/video equipment to teachers; and conducts tutoring and small/large group instruction for students at the teacher's request.
- c. Maintains a positive and inviting library environment.
- d. Exhibits a student-first mentality.

6. Other Assigned Tasks or Responsibilities

- a. Performs such other duties and assumes such other tasks as may be assigned by the School Administrator or Technology Director. These tasks include but are not limited to recess monitor, bus duty and lunch monitor.
- b. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

- c. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

Terms of Employment: The term of employment for the principals shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin Law.

Evaluation: Performance shall be evaluated annually, in accordance with provisions of Board of Education policy on administrative personnel.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name

PHYSICAL DEMAND ADDENDUM

Technology Support Assistant/Media Center Aide

PHYSICAL DEMANDS

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning.....	Frequently Repetitive
movement.....	Occasionally
Reaching.....	Occasionally at/above shoulder height
Reaching.....	Frequently below shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Pulling/Pushing.....	Frequently 10 pounds or more
Lifting.....	Frequently 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Frequently 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

Signature

Date

Print Name