

**Enterprise Elementary School District
Job Description**

Job Title: Technology Support Assistant
Department: Technology
Reports To: Technology Manager
Range: F
Prepared By: Chief Business Official
Prepared Date: 4/9/07
Approved By: Board of Trustees
Approved Date:

SUMMARY

Under the supervision of the Technology Manager, provides complex and responsible secretarial and administrative services in the areas of technology database administration; provides administrative support to the technology department; and performs other duties which reasonably relate to the above.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Processes purchase order requests for technology equipment for all district sites.
- Processes shipping and receiving for technology equipment.
- Main contact for technology department – answers and directs phone calls, and takes messages as needed.
- Orders department supplies.
- Distributes mail, copies, faxes, and maintains department files (electronic and paper filing system).
- Administrator for district student information system; responsible for coordination between vendor and users for all aspects of the system.
- Maintains email accounts and district user groups.
- Updates and maintains listing of technology equipment inventory and software licenses.
- Coordinates with e-rate vendor to provide necessary documentation and complete annual application and claim requests.
- Assists in monitoring technology budget.
- Coordinates, arranges, and attends technology meetings.
- Composes correspondence as necessary.
- Provides training to site employees when requested.
- Maintain close relations and liaison with other departments and school site personnel while sustaining district's integrity and security.
- Maintain a high level of public image in all contacts.
- Other duties may be assigned as related to the position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must have the ability to compile and maintain

accurate, complete records and reports; knowledge of modern office technology, methods, practices and procedures; type and operate various office machines; maintain cooperative relationships with those contacted in the course of work; ability to work under stress in a calm manner; ability to work independently with minimal direction and supervision; understand and carry out oral and written directions; meet the public tactfully and courteously, and provide assistance and service. The individual must have neat personal appearance. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A.A.) desired from two-year college or business school, or equivalent, and two (2) years of related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS

Communicate effectively, both orally and in writing, using clear, standard English. Ability to read and interpret instructions, correspondence, and memos. Ability to write routine reports and correspondence. Must be able to readily take direction and be able to follow through in an independent manner; must be able to effectively speak and present information in one-on-one and small group situations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California driver's license.

OTHER SKILLS AND ABILITIES - Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and

reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Daniel E. Moore
Assistant Superintendent – Human
Resources

6-4-07
Date

Sheryl Cobb
Board Approval (Clerk)

6-13-07
Date

Cindy Allen
CSEA President

6-4-07