

**SAN CARLOS SCHOOL DISTRICT
TECHNOLOGY ASSOCIATE**

BASIC FUNCTION:

Under the direct supervision of the assigned site administrator and in consultation with the Director of Educational Technology support the development of sustainable systems and structures that build capacity within assigned school to improve technology enhanced teaching and learning and strengthen the instructional core by giving teachers and staff the technology tools and resources they need to make decisions, apply best practices, and communicate about what students are learning.

ESSENTIAL DUTIES:

- Support teachers as they implement technology enhanced teaching and learning in their classrooms and other learning environments.
- Implement Level 1 Technology Ticketing system - Address Tier 1 technology needs at site; Forward Tier 2 and Tier 3 technology needs to District Tech Team.
- Identify tools to support implementation of the Common Core State Standards (CCSS) and Project Based Learning (PBL).
- Regularly meet with grade level teams to learn how teachers are addressing CCSS and PBL, and identify where technology-infused learning could improve outcomes.
- Identify academic year budget needs, with assistance of principals and Director of Educational Technology, for technology supplies.
- Ensure that technology resources, hardware and software, are updated and ready for deployment prior to beginning of school year.
- Be proactive in planning, ensure that supplies are well stocked and needs are addressed promptly.
- Collect, store and maintain computer hardware and tech resources at the end of the school year.
- Implement system(s) for app/device management to ensure regular updates.
- Lead keyboarding district implementation plan.
- Setup and manage student account log-ins.
- Setup and maintain Google Calendar to communicate with staff about availability.
- Collaborate with fellow Technology Associates and the Technology Team to agree upon systems and structures that can be adopted District-wide.
- Share tools and technology implementation strategies with staff members at grade level meetings, staff meetings, and collaborative planning sessions.
- Collaborate with teachers to plan and implement Digital Citizenship Week, Hour of Code and other special events.
- Collaborate with teachers to implement a Digital Citizenship scope and sequence.
- Communicate with parents, in collaboration with site or district administrator, with parent community via electronic newsletter or other digital means (e.g. district website, etc.)
- Set professional goals annually and seek out new professional growth opportunities.

OTHER DUTIES:

- Maintain computing devices in classrooms and labs.
- Unpack and set up new devices and equipment promptly.
- Run updates for operating systems and software to district standard.
- Troubleshoot issues with computers, software programs, printers and projectors including diagnostics, repairs and/or replacement of parts.
- Provide technology support for tech equipment on school campus: network printers in classrooms, library and workrooms, teacher laptops, wireless access points, desktops in classrooms and library, licensed software, classroom projectors, document cameras, audio-visual components and other technological items such as digital cameras and video-recorders.

KNOWLEDGE AND ABILITIES:

- Safety rules and regulations for this position.
- Knows and understands the Strategic Plan of the District.
- Model the use of new technology tools.

- Support District information and data systems (PowerSchool, Google Apps, Illuminate, etc.).
- Support Apple OS X, Apple OS X Server, Apple iOS, and Google Chrome operating systems.
- Analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
- Be a productive and active team member.
- Communicate effectively and tactfully in both oral and written form.
- Establish and maintain a variety of record keeping, reference, and data collection systems.
- Establish and maintain effective rapport with students, parents, and community members.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
- Perform assigned work with frequent interruptions but without continuous supervision.
- Prioritize and coordinate workflow and timeliness for self and others.
- Read, understand and explain technical policies and materials.
- Prioritize and multitask in an efficient manner.
- Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
- Work successfully with diverse groups of people.

EDUCATION AND EXPERIENCE AND OTHER REQUIREMENTS:

- A work history demonstrating reliability and good attendance.
- Education equivalent to the completion of the twelfth (12th) grade, supplemented by courses in curricular and technological support of teaching and learning.
- Two years of responsible and varied technological support and/or classroom curricular support experience.
- Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.
- Maintain CPR and First Aid certification.

WORKING CONDITIONS ENVIRONMENT:

- Indoor and outdoor work environment.
- Moderate stress work environment
- Occasional need to shift scheduled work hours to accommodate completion of tech tasks that can't be interrupted or are necessary, as deemed appropriate by site or district administrators.

PHYSICAL DEMANDS:

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- Able to conduct verbal conversation in English or other designated language.
- Able to hear normal range verbal conversation (approximately 60 decibels.)
- Able to stand and walk.
- Able to squat, twist, stoop, kneel, and bend.
- Able to sit for sustained periods of time.
- Able to climb slopes, stairs, steps, ramps, and ladders.
- Able to lift up to twenty (20) pounds frequently and thirty (30) pounds occasionally.
- Able to push and pull objects weighing up to thirty (30) pounds.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.