

ONEONTA CITY SCHOOLS
Office of the Superintendent
28370 State Highway 75, Oneonta, AL 35121
205-543-1515

JOB POSTINGS for 2021-2022 School Year

Posted: October 6, 2021

Title:

Technology Assistant

Application Closing Date:

Until filled

Qualifications: Must have the technical skills and personal attributes to complete all duties related to job (Job description provided during application process)

Contract Terms: Determined by OCS salary schedule, 240 day contract.

Salary: Salary is based on appropriate step and rank on the approved salary schedule.

Performance

Responsibilities: Carry out all duties related to job as assigned by Supervisor

Applications are accepted through ALSDE Teach In Alabama website or can be mailed to Oneonta City Schools, Attn: Central Office, 28370 State Highway 75, Oneonta, AL 35121.

Current employees of this system should indicate in writing they wish to be considered for this position and application should be updated.

To be considered complete, applications should include a copy of the certification and college transcript.

It is the official policy of the Oneonta City Board of Education not to discriminate on the basis of race, color, disability, sex, religion, creed, national origin or age, be excluded or be denied of or be subjected to discrimination under any program, activity, or employment.

Inquiries or complaints regarding compliance with Federal Regulations may be directed to Federal Programs, Title IX, Section 504, and Title VI Coordinator, Oneonta City Board of Education, 28370 State Hwy 75, Oneonta, AL 35121, (205)543-1515. Employees should utilize the grievance procedure outlined in the Board Policy, November 2002, Section 601.1.

**ONEONTA CITY SCHOOLS
JOB DESCRIPTION / POSITION POSTING**

POSITION TITLE: Technology Assistant

JOB GOAL: To assist in educational instruction and administration through implementation and maintenance of computer and related technologies.

QUALIFICATIONS:

1. High school graduate, or equivalent.
2. Computer science or related work experience and/or industry certification preferred
3. Ability to work with a wide variety of people including teachers, administrators, office personnel, vendors, and others; Demonstrated ability to work with people as part of a team.
4. Experience with basic network troubleshooting.
5. Experience with current Windows, Chrome, and Apple operating systems.
6. Experience with hardware configuration, upgrades and troubleshooting.
7. Experience with software installation, configurations, upgrades and troubleshooting.
8. Experience with office automation applications, Email, Microsoft Office products, Google for Education or similar software is preferred.
9. Experience with student management applications and educational software is preferred.
10. Possess a valid Alabama Driver's License.
11. Must meet background clearance requirements as specified by Alabama statues and State Board of Education regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Effective oral and written communication skills.
2. Understanding of the goals and objectives of a K-12 organization.
3. High level of personal initiative and ability to work without close supervision.
4. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
5. Ability to lift up to 50 pounds; agility and dexterity needed to stoop, bend, lift/move equipment when necessary and to perform technical equipment inspections and/or repairs, including inspection of cabling in floors and ceilings.
6. Knowledge of and ability to apply problem solving techniques; awareness of current trends and best practices in technology.

REPORTS TO: District Technology Coordinator, Superintendent of Education

DUTIES OF THE TECHNOLOGY ASSISTANT:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Install new computer hardware (workstations, printers, scanners, etc.) and software.
3. Communicate effectively with school faculty and staff to describe maintenance procedures, to provide understandable instructions, and to describe features of the school's computer systems.
4. Basic repairs, upgrades and routine maintenance on computer systems in accordance to manufacture suggested guidelines; coordination of warranty repairs with vendors.
5. Process and update work orders in a timely fashion.
6. Maintain appropriate documentation in all areas of responsibility.
7. Troubleshoots networks, systems, hardware and software applications to identify and correct malfunctions and other operational difficulties.
8. Work cooperatively with the District Technology Coordinator in the areas of acquiring and implementing new technologies and the development of training modules for effective use of technologies by faculty, staff, and students.

9. Demonstrates a high degree of professionalism and ethics working cooperatively with the Board, the Superintendent, District Technology Coordinator, administrators, certificated and non-certificated personnel, parents and students.
10. Performs other duties as assigned by the District Technology Coordinator and the Superintendent of Education.

SALARY: Salary will be based on education, certification, and years of experience according to the Oneonta City Board of Education salary schedule.

TERMS OF EMPLOYMENT: 240 day contract

The Oneonta City Board of Education is an Equal Opportunity Employer and an E-Verify participant.