

## **Administrative Assistant Technology**

### **Primary Function**

To assist the Director of Technology and Media Services in the performance of department duties and responsibilities.

### **Organizational Relationships**

Reports to the Director of Technology and Media Services.

### **Qualifications**

- Graduation from high school.
- Proficient skill in English composition, grammar and spelling
- Demonstrated skill in working with the public
- Working knowledge of spreadsheets, databases, word processing, and other software
- Ability to perform computations with speed and accuracy
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public and co-worker relationships
- Ability to physically move about the building
- Ability to understand and carry out oral and written directions
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds
- Ability to physically type, manipulate a mouse, and operate a computer
- Ability to handle personnel information with confidentiality

### **Performance Responsibilities**

1. Contact vendors for quotes, product information, and to schedule services.
2. Work with vendors to stay up-to-date on new products and services.
3. Track and renew district software and electronic subscriptions.
4. Place all district-level technology orders and coordinate building-level technology orders with school secretaries.
5. Monitor the 1:1 iPad learning program: such as accounting, inventory, move ins/move outs, insurance, billing, and distribution/collection of iPads .
6. Set-up and enter data for the student fee payment system .
7. Coordinate annual online student registration rollover and set-up.
8. Enter data and produce reports from technology systems including: technology help desk requests, district technology inventory database, and conference registrations.
9. Oversee GSX orders, repairs and exchanges.
10. Coordinate technology equipment recycling.
11. Assist with submitting and tracking hardware parts and repairs for technology.
12. Maintain database of District software licenses.
13. Places and tracks orders for Dept. of Technology and assists with monitoring of budget.
14. Other duties as assigned by the Director of Technology and Media Services.

**Terms of Employment**

260 work days. Salary and work year established by the Board of Education.

**Evaluation**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service personnel.

4/2015