



## EPSD124 Job Description

### Technology Assistant-Temporary Summer

<b>TITLE:</b>	<i>Technology Assistant-Temporary Summer</i>
<b>CONTRACT:</b>	<i>10 Weeks - June 9 2025 - August 15, 2025</i>
<b>FLSA STATUS</b>	<i>Non-Exempt</i>
<b>REPORTS TO:</b>	<i>Director of Technology</i>
<b>SUPERVISORY RESPONSIBILITIES:</b>	<i>None</i>
<b>PRIOR EXPERIENCE:</b>	<i>Not Applicable</i>
<b>EVALUATION</b>	<i>Evaluated by the Director of Technology</i>

#### **JOB GOAL**

*To provide temporary summer assistance to the technology department supporting network infrastructure, device management, and general technology support.*

#### **ESSENTIAL DUTIES UNDER THE SUPERVISION OF DISTRICT TECHNICIANS:**

- Network Infrastructure:
  - Assist in running and terminating Ethernet cabling for network expansion and upgrades.
  - Install and configure Wi-Fi access points in classrooms and common areas.
  - Troubleshoot network connectivity issues.
  - Document cable runs and network configurations.
- Device Management:
  - Clean and sanitize Chromebooks and other technology devices.
  - Perform basic hardware repairs on Chromebooks, including screen replacements and keyboard replacements.
  - Assist with software updates and operating system installations.
  - Inventory and organize technology equipment.
- General Technology Support:
  - Assist with the setup and teardown of technology equipment for summer programs and events.
  - Maintain accurate records of work performed.
  - Follow all safety protocols.
- Other duties as assigned.

#### **QUALIFICATIONS:**

- Basic understanding of computer hardware and software.
- Familiarity with network cabling and Wi-Fi technology is a plus.
- Ability to follow instructions and work independently or as part of a team.
- Strong problem-solving and troubleshooting skills.
- Excellent communication and interpersonal skills.
- Ability to lift and move moderately heavy equipment.
- Reliable and punctual.
- Experience using chromebooks.
- High school diploma or equivalent (or working towards one).

## **MENTAL DEMANDS**

### *Knowledge*

The employee must have foundational knowledge in a specific field. Ability to read, analyze, and interpret procedures and regulations. Ability to communicate verbally and perform technical writing, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, students, administrators and the general public. Ability to perform duties with awareness of all district requirements and Board of Education policies.

### *Ability*

The employee shall support the district in the communication of the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and timelines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated management methods; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

### *Education/Preparation*

The employee shall possess the equivalent of a high school diploma; successful employment in a similar role; successful completion of any applicable proficiency exams; and possess/maintain appropriate current and/or future licensure expectations through the State of Illinois.

### *Reasoning*

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional and technological resources. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The employee shall possess exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

*The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.*

## **ADOPTED**

March 2025