

Technology Assistant
Galion City Schools

Job Description

Class: Certified

Department: Technology

Title: Technology Assistant

Qualifications:

1. College experience
2. Two years of computer related experience required
3. Such alternatives to the above qualifications as the Board of Education may find appropriate

Reports to: Technology Coordinators

Job Goal: To provide ongoing technical support for administrators, teachers, and students using computers.

Essential Functions:

1. Troubleshoot problems with technology; assist users with utilizing hardware and software
2. Provide timely resolution of issues with answers or referral
3. Demonstrated organization skills and time management
4. Demonstrated strong communication skills; written and oral
5. Demonstrated experience working with time sensitive materials and confidentiality
6. Aid in tracking technology equipment borrowed by personnel
7. Maintain, distribute, and update systems as needed with guidance from Technology Coordinators
8. Ability to climb ladders and lift at least 10-50 lbs.