

Technology Aide

Southeast Fountain School Corporation

Southeast Fountain School Corporation has a Technology Aide job opening for Southeast Fountain Elementary School and Fountain Central Jr./Sr. High School.

Qualifications:

- Effective organizational and communication skills
- Positive attitude and eagerness to help others
- Understanding/knowledge of Windows OS computers/laptops and Chromebooks
- Basic understanding/knowledge of internet network structure
- Must have physical capability to frequently walk around building and install various technology related devices such as projectors, computer workstations, security cameras, running cables through dropped ceilings, lift at least 20 pounds, etc.
- Willingness to learn and grow your personal knowledge of technology related to education

Responsibilities & Duties (including but not limited to):

- Installing and troubleshooting Windows OS computers and Chromebooks
- Knowledge of Google Suite (Google Drive, Gmail, Docs, Sheets, Calendar, Google Classroom)
- Provide technical support for teachers, staff and students: laptops, chromebooks, projectors, document cameras, SmartBoards, software, etc.)
- Assist in administering and delivering online standardized testing (ISTEP+, IREAD, ECA)
- Management of teacher and student user accounts for educational related software
- Managing building support for the Student Information System (Harmony) and troubleshooting any issues that may arise with it
- Managing and troubleshooting classroom devices such as SmartBoards, projectors, IP phones, document cameras, printers
- Managing networked copy machines and printers and troubleshooting issues and managing user accounts associated with those devices
- Work with the Technology Director in maintaining organized and detailed inventories on all corporation devices
- Collaborating with teachers, administrators, and technology staff on maintaining and assessing the future technology needs for the school.
- Assist in the process of school enrollment at beginning of new school years

Application Process:

Please provide the following information to Eric Cunningham, Technology Director, via email at cunninghamer@sefschools.org by Wednesday, June 21, 2017.

1. Letter of Interest
2. Resume

The position will remain open until filled. Expected start date is end of July 2017.

Date: June 7, 2017