



Instructional Technology Assistant

BASIC FUNCTION

Assists with student use of instructional technology. Maintains and configures hardware, installs application software. Assists staff in use of instructional technology and applications.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assists teachers with implementation of student use of technology.
- Under the direction of teachers, provides opportunities for students to learn technologies, i.e., keyboarding.
- Assists with instruction of students in technologies.
- Maintains hardware at building; performs basic level troubleshooting.
- Performs computer setup and setup of other peripheral services.
- Configures hardware for various uses, i.e., stand alone, Local Area Network (LAN), etc.
- Installs and configures system, building network and application software.
- Maintains software inventory and licensing agreements and monitors compliance.
- Assists staff in learning to use applications, including appropriate network use.
- Performs other reasonably related duties as assigned. This position will also assist with lunch duty.

Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

EDUCATION AND EXPERIENCE

- Two (2) years, full time, college coursework to meet the ESEA requirements (official transcripts MUST be provided upon hire).
- Position requires the use of a personal automobile and possession of a valid Class C Oregon driver's license to drive to/from different locations.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

KNOWLEDGE AND ABILITIES

- Basic training in the use of hardware.
- Basic training in the use of specified applications.
- Excellent verbal and written communication skills.

Special Requirements:

Position requires the use of a personal automobile and possession of a valid Class C Oregon driver's license to drive to/from different locations.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Non-Exempt
Bargaining Unit: PFSP
Salary Grade: Per contract
Job Codes: 1538

Approval Date: 08/17/07

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).

Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.