

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
**Regular Education Assistant 3**  
Technology Facilitator

**IMMEDIATE SUPERVISOR**      School Administrator

**GENERAL DUTIES**

Operate as a technology facilitator, a paraprofessional position. Perform a variety of instructional and technical duties, including but not limited to the following: assist teachers and students in the use of hardware and software; system management; internet account management and maintenance; and specialized secretarial/clerical assistance. Install new software and hardware and assist with the development of the Building Technology Plan.

**ESSENTIAL REQUIREMENTS**

- A. A minimum of a high school diploma or its equivalent. Two years of post-secondary education, or an associate's (or higher) degree; or high school diploma or equivalent, and a passing score on a state or local academic assessment that measures knowledge of and the ability to assist in instructing reading, writing, and mathematics may be required.
- B. Ability to work independently without supervision, and with minimum oral/written instructions
- C. Skilled in the use of computers
- D. Familiarity with a wide variety of computer hardware and software
- E. Reasonable knowledge of the basic elements of the teaching process and classroom management
- F. High energy level with the ability to channel the energy into productive, positive actions
- G. Work experience in a school setting
- H. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- I. The ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Assist individuals or small groups of students on the use of computer software and hardware, including internet and e-mail
- B. Perform system management and system maintenance duties, to include performing system backups, entering and deleting accounts, ordering supplies, installing software, and other related duties
- C. Monitor use of the equipment school-wide
- D. Assist teachers in devising special strategies for teaching or reinforcing material or skills
- E. Provide specialized secretarial assistance, utilizing software, or other relevant secretarial/clerical duties
- F. Assist staff and students with specific needs pertaining to their computer work/needs and/or projects
- G. Continue training to remain knowledgeable about software, both new and upgrades
- H. Be proactive in developing new implementation plans for better utilization of building resources

- I. Serve on the Building Technology Committee
- J. Assist with staff training for internet and other systems and technologies
- K. Work with the Technology Committee to develop short and long-term technology plans, and to utilize existing technology resources as effectively as possible
- L. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing			<b>X</b>		
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling			<b>X</b>		
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead				<b>X</b>	
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing				<b>X</b>	
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: 40 lbs.			<b>X</b>		
*Lifting/Carrying Maximum weight: 40 lbs.			<b>X</b>		

\*Identify items typically moved: \_\_\_\_\_

\_\_\_\_\_

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

**EMPLOYEE STATEMENT**

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Educational Assistants Pay Schedule**

**Pay Grade:** D

**Last Revised:** June 2007