

# CROSSLAKE

## COMMUNITY SCHOOL

### Crosslake Community Schools Job Description

**Position:**

Technology Assistant

**Location:**

Crosslake Community School Seat-Based and Online Programs

**FTE/ Hour Allotment:**

30 hours per week

**Immediate Supervisor:**

Directors of Seat-Based and Online Learning

**Position Summary:**

To ensure smooth operations of the distribution and return of school-owned technology (Chromebooks, Thinkpads, iPads, hotspots). Work in collaboration with the Technology Coordinator to ensure district-level technology needs are addressed.

**Performance Responsibilities**

- Coordinate and manage the ordering, shipment, and tracking of technology hardware.
- Assist students with password resets and basic support requests.
- Develop processes and procedures to ensure that technology assets are protected and recovered from students when no longer needed.
- Provide recommendations to administration about technology hardware and software purchasing needs.
- Maintain records of communication with students and families.
- Work closely with the Technology Coordinator and support them as needed and appropriate for the role.
- Organize and record student passwords in a methodical, recognizable format
- Maintain, rotate and organize inventory for staff and students
- Keep technology inventory as neat and organized as possible
- Maintain updated inventory of computer accessories and other devices (charging cords, headsets, hotspots, etc.)
- Assist with other duties as assigned.

**Requirements:**

- Excellent organizational skills and strong attention to detail
- Demonstrated computer literacy in Word, Excel, PowerPoint, and Google applications such as Google Drive, GoogleDocs, and the calendar function.
- Willingness and capability to manage the receipt and shipping of tech equipment .
- Excellent written and verbal communication skills.

- Ability to work well alone as well as with others.
- Must maintain confidentiality per FERPA.
- Demonstrated ability to provide responsible stewardship of the school community and its resources.
- Ability to multitask.
- Ability to manage and prioritize competing tasks.

**Desired Background**

- Familiarity with Imagine Learning/Edgenuity, Canvas, Google Classroom and/or other online learning management systems
- Experience with Chromebook, Thinkpad, iPad hardware and software
- Experience with Asset Panda or other asset management software

**Frequency Chart:**

Required to:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Stand		X		
Walk		X		
Sit				X
Use hands				X
Reach (hands/arms)		X		
Climb/Balance		X		
Kneel/Crouch/ Crawl		X		
Talk			X	
Hear			X	
Taste/Smell		X		

Required to Lift:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Up to 10 lbs			X	
Up to 25 lbs		X		
Up to 50 lbs		X		
Up to 75 lbs	X			
Up to 100 lbs	X			
More than 100 lbs	X			

**Salary or Hourly Range:**

Based on current Administrative Assistant wage grid

(\$17.18-17.87 starting hourly wage for external applicants, depending on experience and qualifications)

PLUS OFFERING 10% Sign-On Bonus to SY23-24 New Hires (to be paid upon successful completion of semester 1)

**Work Schedule and Agreement:**

- Contact Days: Board Approved School Calendar Days and Board Approved Summer Calendar Days
- Office Hours: TBD

*If interested, please send resume and letter of interest to [hire@crosslakekids.org](mailto:hire@crosslakekids.org)*

**Board Approved:**

pending