

CASHMERE SCHOOL DISTRICT #222

JOB DESCRIPTION

<u>Position Title:</u>	Technology Assistant – District
<u>Definition of Position:</u>	The successful candidate will provide extra support to the technology department to complete technology projects. The successful candidate will work with a dedicated staff committed to meeting the needs of the district.
<u>Immediate Supervisor:</u>	Technology Director
<u>Required Qualifications:</u>	<ul style="list-style-type: none">* Troubleshoots and resolves minor hardware and software configuration problems* Distributes and installs technology equipment* Other special projects / duties as assigned like cleaning, dusting, repairing, deploying, removing equipment, computer refurbishment, etc.* Maintain an organized workspace* Responsibilities will evolve over time* Ability to think logically and analytically* May be required to concentrate for long periods of time* Requires crawling, reaching, lifting, grasping, talking, hearing, seeing, and repetitive motions* May be exposed to moving mechanical parts and electrical currents* May be required to work on a ladder* Required to lift and carry heavy supplies, materials and equipment
<u>Desired Qualifications:</u>	<ul style="list-style-type: none">* Knowledge of basic computer installation* Knowledge of basic software and hardware trouble shooting* Installation of peripherals and software applications in a multi-user environment* Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals* Ability to coordinate and meet schedules, assignments and timelines* Ability to perform duties with initiative, resourcefulness and little supervision* Ability to perform duties with awareness of district requirements* Ability to follow verbal or written instructions* Ability to establish and maintain effective working relationships with a variety of others* Strong organizational skills* Excellent attention to detail* Ability to prioritize work based on the needs* Helpful and positive approach to professional tasks* Reliability and punctuality
<u>Terms of Contract:</u>	
Salary	According to the position
Length of contract	8 hours, 5 days/week Letters of interest and applications accepted through Fast Track

Cashmere School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator – Scott Brown, 329 Tigner Rd, Cashmere (509) 782-2914 sbrown@cashmere.wednet.edu

Civil Rights Compliance Coordinator – Glenn Johnson, 210 S Division, Cashmere (509) 782-3355 gjohnson@cashmere.wednet.edu

Section 504/ADA Coordinator - Lisa Avila, 101 Pioneer Ave, Cashmere, (509) 782-2710 lavila@cashmere.wednet.edu