Job Title: Technology Assistant

Position Type: Part-Time, .2 FTE – 2021-2022 School Year

Pay Range: $13.50/hour - $14.00/hour

Location: Lyceum and Academy Campus

Reports To: Technology Specialist

SUMMARY:
The tech assistant plays an essential role in maintaining technology in a schools environment, supporting the learning environment that promotes health, attitude and pride of students. In addition to regular system maintenance functions, the tech assistant provides direct support to classroom teachers in set up and maintenance of computers and equipment. The tech assistant also serves as a role model for students by displaying a professional, courteous, and helpful nature. Incumbent must be willing to work flexible hours between separate work sites. Performs additional duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Main Functions:
- The tech assistant will use their mechanical skills to install, diagnose, repair, and replace hardware, computer accessories, and office equipment.
- Work with computer programs daily, which requires excellent computer hardware and software skills. Performs minor repair and maintenance.
- Advises supervisor on matters relating to equipment and/or technology needs.
- Keeps all equipment in good state of repair and cleanliness.

Administrative Functions:
- Initiate maintenance service requests according to school procedures. Follows-through to assure that issues are resolved in a timely manner.
- Secures equipment and supplies and protects against pilferage, loss, theft, or abuse.
- Required to stay abreast of updates and changes from school administration.

Safety and Security:
- Periodically inspects, or otherwise maintains awareness of, equipment to detect and prevent injuries or damage.
- Secures school technology and insure proper security at all times. Lock and secure the work space and equipment at the end of the shift.
- Protect all school, staff and student data. The tech specialist operates within district and school policies and procedures, and by applying acceptable data protection standards.
Loveland Classical Schools assists parents in developing young minds with virtuous character, critical thinking skills, and a passion for learning to become exceptional community stewards.

**Education and/or Experience:**
- Graduation from high school or equivalent.
- Experience with Computers, Networking and the associated technologies. Additional related experience may be substitute for formal education as deemed appropriate.

**Language Skills:**
- Ability to speak or otherwise communicate effectively in the English language.
- Ability to read, comprehend and interpret documents, schedules and procedures manual in English.

**Desired Qualifications:**
- Relevant technical certificate.
- Proficiency with basic computer programs including Google and MS office products.
- Working knowledge of email systems, computer hardware, and peripherals.
- Basic knowledge of VOIP Phone solutions
- Excellent communication skills.

**Other Qualifications:**
- Ability to maintain good working relations with all employees, vendors, and contractors.
- Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
- Initiative and ability to work with minimal directions, sound judgment and decision making capabilities are essential.
- Must possess a valid Colorado state driver’s license and be willing to travel between schools.
- This position requires applicants to pass a background check and have their fingerprints submitted to the CBI.

**PHYSICAL DEMANDS**
The physical demands below are representative of those that must be met by employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to bend, sit, move about, hear and speak. Employee may be required to work in restricted places to including crawling and/or climbing as working heights. Required to stand, be on feet, and move around for a full work shift.

Employee must have the ability to spend part of the work-day standing, lifting, and walking. Employee must have the ability to lift up to 60 pounds and move heavier materials using appropriate equipment. Employee must have the ability to push and pull up to 100 lbs.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to use safety equipment properly and as appropriate to the work to prevent injury to self or others.
EMPLOYMENT INFORMATION:

- This is an AT-WILL employment position. This means that the employee may be discharged for any reason or no reason at any time at the will of the school.

HOW TO APPLY:

Please visit www.lovelandclassical.org to view all of our Employment Opportunities

PAY AND BENEFITS:

Pay: $13.50/hour - $14.00/hour

Loveland Classical Schools is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.