

Anoka Hennepin Independent School District #11

Position Standard

Paraeducator - Technology

Technology Paraeducators provide technology support and assistance in the building. They trouble-shoot the technology equipment under the direction of the building Principal, Technology Facilitator, Enterprise Technology Department personnel, and other district technology departments as necessary, while demonstrating exceptional customer service to their clients.

Essential Functions:

- Assist and support staff in the use of technology equipment including, but not limited to: computers, printers, cameras, LCD projectors, scanners, interactive whiteboards and slates, student response devices, iOS devices (iPads, iPods, etc.), televisions and monitors, video equipment (mobile/fixed).
- Maintain and manage all technology equipment as needed to ensure that it is functioning properly, including, but not limited to: computers, printers, cameras, LCD projectors, scanners, interactive whiteboards and slates, student response devices, iOS devices (iPads, iPods, etc.), televisions and monitors, video equipment (mobile/fixed).
- Communicate daily with building leadership to coordinate work direction and technology needs. Communicate as needed with district technology personnel to coordinate work direction, repair needs, and assistance.
- Maintain excellent customer service and communicate effectively, both orally and in writing, with employees at all levels in the building and district office.
- Update and install software as determined by district technology personnel.
- Ensure that the daily video announcements are up-to-date and are being broadcast throughout the building.
- Attend all district technology paraeducator meetings and trainings scheduled during the duty day.
- Maintain an inventory of hardware and an inventory and licensing documentation of software.
- Prepare computers for state and district online tests.
- Other duties as assigned.

Minimum Qualifications:

- High School Diploma or equivalent.
- Demonstrate excellent customer service skills and the demonstrated ability to communicate effectively, both orally and in writing, with employees at all levels in the building and district office.
- Must be able to lift a minimum of 40 pounds.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

Preferred Qualifications:

- Two years of successful technology experience with hardware & software - either on-the-job training, technical school or college course work desired.

Physical Factors includes:

Constant: walking, pushing, stooping, squatting, repetitive arm, simple grasp, hearing, visual accommodation;

Frequent: lifting waist to chest, lifting below waist, pulling, kneeling, twisting, reaching, tasting/smelling, near vision, midrange vision, depth perception, field of vision;

Occasional: standing, sitting, reclining, lifting above shoulders, carrying, climbing, balancing, crouching, repetitive foot, firm grasp, fingering, feeling, talking, far vision.