

Technology Paraprofessional

Primary Function

To assist the technology teacher in providing a well-organized, safe, smoothly functioning building technology infrastructure

Organizational Relationships

The Technology Paraprofessional receives direction from the Technology Teacher and reports to the building administration

Qualifications

- Hold a valid State of Illinois teaching certificate (preferred), substitute certificate or NCLB Paraprofessional Approval
- Ability to understand and carry out oral and written directions
- Ability to visually supervise students, assess situations for safety concerns
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the school building and playground
- Ability to lift and position students weighing up to 50 pounds using proper 1-man lift techniques
- Ability to lift and position students weighing more than 50 pounds using proper 2-man lift techniques
- Ability to lift and move equipment weighing up to 50 pounds
- Ability to speak, write, read and understand English
- Ability to participate in District 39 approved behavior management procedures, Crisis Prevention Institute training (CPI) and to apply training in crisis situations including student restraints as needed
- Proficiency with various computer hardware, software, and related devices

Performance Responsibilities

1. Familiarize oneself with commonly used applications (iLife, iWork, MS Office, etc.)
2. Assist building staff with computer related questions throughout the school
3. Assist students with questions related to applications and their use
4. Make minor repairs to computers and peripherals
5. Work collaboratively with resource center staff on various research projects
6. Maintain computer stations and CD Rom/Software collection
7. Install software and configure computers as needed
8. Prepare laptops and wireless stations for class usage
9. Assist the technology teacher in supervising students
10. Assist with inventory of supplies and suggest items for acquisition as needed
11. Oversee the general neatness and attractiveness of the computer lab
12. Supervise students as assigned during arrival to and dismissal from school
13. Assist with supervision of students, including during emergency drills, assemblies, recess, lunch, and field trips, as assigned
14. Maintain a high level of ethical behavior and confidentiality of information about students
15. Perform other duties as assigned by building administration

Terms of Employment

184 days. Salary and work year established by the Board of Education and Support Council Agreement.

Evaluation

Performance will be evaluated in accordance with the Support Council Agreement.