**Title**: Education Technician III – Computer

**Qualifications**:
Education Technician III certifications;
High School diploma, plus 3 years of college or 90 hours of approved study;
Successful experience working with school-aged children;
Aptitude and competence for the work to be preformed;
Ability to work closely with teaching staff;
Excellent oral and written communication skills;
Displays a philosophy that is compatible with that of the school district;
Such alternatives as the school committee may find appropriate and acceptable.

**Reports to:** Under general supervision of the building administrator, with specific supervision by the Technology Coordinator
**Job Goals:** To teach computer education based on our district wide K-5 technology curriculum. Specific skills to be taught are based on grade level and individual readiness. K- 5 topics include keyboarding, basic computer usage and understanding of terminology, word-processing, drawing, and slideshow programs. Internet policy, research skills and safety awareness will be introduced and taught. Technology education should be integrated with classroom content areas. The job also includes assisting with the basic operation of building computers. Classroom management and record keeping skills are required.
**Performance Responsibilities:**
In contact with Technology Coordinator on a regular basis to discuss progress of students, curriculum planning and to receive direction and assistance;
Works independent of teacher supervision;
Assists as needed and able with school wide computer issues;
Plans and implements student programs and materials using the computer with minimal supervision;
Manages the use of the computer lab and portable labs as appropriate;
Consults on technology budget for computer resources including hardware, software, learning resources and training needs;
Consults with classroom teachers regarding integration of computer technology curriculum within the classrooms;
Maintains and enhances professional expertise through attendance at seminars and conferences;
Supervises students in the lab and manages student behavior appropriately;

Provides individual student and teacher assistance as appropriate;
Maintains confidentiality regarding records, conversations, test results, and classroom work;
Attends staff meetings and serves on technology committees as necessary;
Performs other overall functions and duties as assigned by the building principal.

**Terms of Employment:** Work year, rate of pay and benefits to be negotiated.

**Evaluation:** Performance of this job will be evaluated by the Principal or Technology Coordinator in accordance with the school district's policy.