

SCHOOL DISTRICT OF ALACHUA COUNTY
ASSISTANT -- INSTRUCTIONAL TECHNOLOGY
JOB DESCRIPTION

FLSA: Non-Exempt **BARGAINING UNIT ELIGIBILITY:** Yes
PAY 24 **SALARY SCHEDULE:** Education Support Professionals
GRADE:

QUALIFICATIONS:

- (1) High School Diploma or GED; two (2) years of college from an approved accredited educational institution, preferred.
- (2) Experience in matting and framing art work, preferred.
- (3) Valid Florida Drivers License.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated ability to be creative, reliable and apply good interpersonal skills. Knowledge of basic technology/computer skills required. Knowledge and skill in matting, framing and displaying artwork. Ability to drive own vehicle to transport equipment, supplies and materials. Ability to work effectively with minimum supervision. Ability to communicate both orally and in writing. Ability to establish and maintain effective working relationships with supervisor, staff, and outside agencies. Ability to operate a motor vehicle.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To provide effective logistical support for showcasing student artwork at District events.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Matte, frame and hang art for shows throughout the year.
- * (2) Arrange for materials and supplies needed for events.
- * (3) Arrange for equipment and setup for events.
- * (4) Distribute or pick up materials, posters, etc.
- * (5) Coordinate details with officials responsible for site of event.
- * (6) Provide communication and articulation between the community and the director and supervisor for the smooth coordination of events.
- * (7) Coordinate on-site setup and cleanup for receptions such as art openings and other fine arts events.
- * (8) Create and keep database records for all events.
- * (9) Create certificates for event participants.
- * (10) Secure and operate sound systems for events.

ASSISTANT -- INSTRUCTIONAL TECHNOLOGY (Continued)

- *(11) Package and return artwork to schools.
- *(12) Serve on school/district committees as required or appropriate.
- *(13) Provide assistance in the Teacher Production Lab as needed.
- *(14) Create and manipulate digital files on the computer.
- *(15) Maintain daily vehicle logs.
- *(16) Adhere to applicable safety standards.
- *(17) Attend all staff meetings and workshops.
- *(18) Assist with maintaining a clean and orderly environment.
- *(19) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(20) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(21) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(22) Demonstrate initiative in the performance of assigned responsibilities.
- *(23) Demonstrate support for the school district and its goals and priorities.
- *(24) Exhibit interpersonal skills to work as an effective team member.
- *(25) Follow attendance, punctuality and proper dress rules.
- *(26) Maintain confidentiality regarding school/workplace matters.
- *(27) Maintain expertise in assigned area.
- *(28) Manage time efficiently.
- *(29) Model and maintain high ethical standards.
- *(30) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(31) Represent the District in a positive and professional manner.
- *(32) Respond to inquiries and concerns in a timely manner.
- *(33) Prepare all required reports and maintain updated and accurate records.
- *(34) Perform other duties as assigned.
- *(35) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 13

Adopted 8/2/11