

The Information Technology Assistant will be primarily assigned to work with both our Information Technology team as well as our Safety & Security team. The employee will work side-by-side with this team in performing the duties listed above. Candidate must be highly motivated and willing to learn/perform new tasks on a regular basis. Candidate must be able to repeatedly lift/haul/load items weighing up to 50 pounds. This is an entry level/apprentice position. Prior experience is a plus but not necessary.

Chain of Command – The Information Technology Assistant reports to the Director of IT.

Essential Duties - Information Technology Assistant

- Assist with inventory of all District technology equipment
- Assist with cleaning of District computers and network gear
- Assist with loading/unloading of computer technology equipment
- Assist with teardown/setup of computer labs and classroom workstations/LSU's
- Assist with transfer of technology equipment both internally at school site and across sites
- Organize IT assets/inventory (parts, equipment, supplies)
- Stock, organize and keep clean the user support work areas and storage rooms
- Order supplies, parts and equipment ensuring on-demand availability
- Create work orders for IT team on daily basis
- Answer help desk phone and route calls accordingly
- Assist User Support, Networking, Data Management with various projects and tasks as needed
- Assist in loading computer images/software on District hardware (imaging)
- Assist with maintaining contact lists and work logs
- Assist Emergency Management and Safety and Security teams as needed
- Assist with answering the Crisis Line
- Updating of security and fire alarm system contact information
- Tracking emergency drills and data
- Performing safety and perimeter walks (inspections) for the Safety and Security team
- Cover for other teams members on vacation/leave
- Driving a district vehicle may be required.
- Other duties as assigned

Minimum Qualifications

High School Diploma or GED is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Must have a valid Arizona driver's license.

Must obtain a Fingerprint Clearance Card upon employment offer.

Date Revised

8.3.2021