



## Information Technology Assistant/Testing Coordinator

### Summary:

Phoenix School is recruiting an Information Technology Assistant/Testing Coordinator to work as part of an information technology (IT) team and provide direct, consultative support and training to students, staff, and administrators on IT based systems. This position would work with computer hardware, applications software, multimedia, database resources and network support. Under the supervision of the Lead Tech and Chief Operations Officer, this position serves as the main point of contact and support person for the staff user community. Prior experience preferred but not required.

*Opening:* 2018-2019 School Year

*Application Period:* Accepting applications until filled

*Assignment:* One-full time (40 hours/week) following a 175 student days + 12 in-service/planning days (187 day) contract following the school calendar.

*Wage:* \$11.25 to \$14.00 (DOE)

*Benefits:* Retirement at 6% of annual earnings.  
Individual Health Insurance + Health Savings Account (employer paid).  
Dental Insurance (employer paid).  
Life Insurance Coverage (employer paid).  
5 Sick + 2 Personal leave days.

### Position Requirements:

- Associate's degree or equivalent from a two-year college or technical school.
- Must have a desire to work with high school students in a professional manner and demeanor.
- Ability to work independently at times, show initiative, and communicate.
- Ability to successfully pass a drug test (random or otherwise) conducted by project host site.
- Ability to work within a school, with youth, and as a team member with others from diverse backgrounds, commit to practicing cultural competency, and demonstrate respect for diversity..
- Ability to exercise good judgement while managing multiple tasks with frequent interruptions.
- Perform in a professional manner while working with partnering organizations.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent.
- Must successfully pass a fingerprint criminal history background check.
- Regular and reliable attendance.

### Preferred Qualifications:

- Broad knowledge of multiple software and instructional/media technology applications, database systems, and equipment types. Including a working understanding of computer diagnostic software, anti-virus software, anti-SPAM software, malware detection and removal, and desktop security software.
- Knowledge of Windows computer operating systems.
- Knowledge of computer hardware installation, repair, testing, and troubleshooting.
- Prior successful experience working in a school setting or with adolescent children strongly preferred.
- Excellent oral and written communication skills and the ability to communicate in non-technical terms with a diverse population of staff and students.
- Knowledge of school district and state testing requirements desired, but not required.

- Experience interpreting complex rules, procedures, and/or requirements.
- Ability to demonstrate an understanding and importance of customer service.
- Working knowledge of Microsoft Office 365.
- A valid driver's license, clean driving record and ability to provide documentation.
- 21 years of age or older to meet driving insurance requirement.

**Information Technology Assistant Duties & Responsibilities:**

- Ensures that computer lab, mobile computer cabinets (COWs), classroom, and office computers are fully operational and secure by: analyzing and resolving general hardware and software usage problems; uses utility and file programs to recover and backup data; re-installs damaged or deleted software; troubleshoots errors in system operation; initiates repairs, and configures media components or LANS.
- Provides support and service to the staff user community to ensure problem resolution of system/data access and optimal system performance.
- Assists the staff user community with the use of software applications; installs, configures, and modifies applications, networks, databases, and other systems.
- Performs hardware operation and maintenance to ensure that equipment and systems are in assigned areas, in good condition, and are properly maintained.
- Works with the Lead Tech to coordinate and schedule daily IT needs and processes for the school.
- Leads the daily work assignments of student technicians under the direction of the Lead Tech. Serves as a mentor and resource for students in the Computer Technology and Advanced Manufacturing Career and Technical Education Programs.
- Coordinates multimedia components and mobile computer cabinets (COWs) for classroom use. Responds to requests for equipment delivery and setup, checks to ensure equipment is working properly, and returns equipment to the proper storage area.
- Responsible for the set-up, testing, and take down of presentation media equipment used for school events.
- Develops and leads training programs; develops user self-guided tutorials on equipment, applications, and related systems; and conducts lab and equipment orientations and demonstrations.
- Assists the Lead Tech with network jack and cabling issues, recycling and disposing of obsolete computer hardware, and with workstation installations.
- Maintains the school's technology inventory and cataloging system, maintains repair logs and operations manuals.

**Testing Coordinator Duties & Responsibilities:**

- Maintains and monitors assessment schedule for Phoenix Charter High School. Develops annual state testing schedules with all math, science, and English staff. Understands technology availability, limitations, critical state assessment dates, and class scheduling.
- Accesses and navigates through various district and ODE data systems to track students, run reports, and prints comparative data trends.
- Maintains and manages the secure testing lab and testing environment.
- Monitors testing progress during the testing window and ensures all students participate as appropriate. Serves as the primary proctor for all state testing and utilizes appropriate classroom management skills.
- Understands and follows the state guidelines for modification and accommodations for testing. Compiles and reviews ELL and Special Education student data to inform necessary interventions.
- Maintains and manages the essential skills district data systems for high schools that are used for assessment, student participation, and graduation benchmark attainment.
- Understands and administers state secure testing protocols and reports violations to appropriate supervisors.
- Monitors the assessment history and testing needs for new and transfer students.
- Backs up student data regularly to ensure compliance with records retention law and policy and maintains accurate student records.
- Compiles data and run various reports as requested.

- Appropriately maintains secure confidential records, test materials, and inquiries.
- Complies with applicable district, State, local and Federal laws, rules, and regulations.
- Assists in the facilitation of the ASVAB reports, testing, and data input.
- Works with technology staff to ensure the necessary secure browsers are installed and any other technical issues are resolved in a timely matter as related to student assessment.

**Marginal Duties and Responsibilities:**

- Assists staff as necessary including answering telephones, routing telephone calls or messages to appropriate staff and operating general office machinery.
- Attends staff meetings.
- Attends in-service trainings as needed.
- Fulfills other related duties as assigned by supervisor.

**Physical Requirements:**

The physical demands describer here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties, and responsibilities of this job.

- Vision abilities: close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Regularly required, in an 8-hour day, to sit for 5-8 hours and to stand, walk, or move around for 1-4 hours.
- Regularly required to talk and hear.
- Regularly required to use hands to finger, handle or feel objects, tools or controls.
- Regularly lift, move or carry up to 25 pounds; occasionally lift, move or carry up to 50 pounds.
- Frequently required to stand or walk (occasionally on an uneven surface), reach with the hands and arms, stoop, and/or bend.

While performing the duties of the position, the employee works with standard office and/or instructional equipment with moving mechanical parts.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment could be low to moderate. The employee’s work is most frequently indoors, but occasionally requires going outdoors in the weather to pass from building to building and drive from community sites.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Phoenix School of Roseburg may add to, modify, or delete any aspect of this (or the position) at any time as it deems advisable.

**Application Process:**

Apply on-line through <https://roseburg.cloud.talentedk12.com/hire/index.aspx>

1. A scheduled visitation is encouraged!
2. The school will provide timely notification to candidates whether they are selected for an interview.
3. After an initial round of applicants are interviewed, the position will be offered or remain open until filled.

***We look forward to your application and thank you, in advance, for your interest in Phoenix School of Roseburg.***