

St. John of the Cross Parish School is in search of a Part time Technology Assistant.

Please contact Mrs. Marybeth Wingert, Administrative Assistant, at wingert@sjc.pvt.k12.il.us or 708-246-4454 if you are interested.

Title: Technology Assistant

Status: Non-benefits eligible

Work Schedule: Approximately 15-20 hours week

Reports to: Principal

General Duties and Responsibilities:

- Troubleshoot, maintain and train staff on VariQuest devices.
- Provide support to the YC Office PCs and staff PCs as needed.
- Troubleshoot print issues for staff and students and maintain printers as directed.
- Set up Smart boards, projectors, and computers for presentations.
- Download updates and install on lab, LRC, iPads and mobile computers as directed.
- Install software and apps as directed.
- Provide support to the SJC families with our electronic communications.
- Assist with technology projects.
- Learn apps used by staff and students.
- Ability to use Google Apps for Education.
- Knowledge of the iOS and Chrome platforms.
- Serve as a member of the Digital Learning Initiative Team.
- Develop and maintain inventory system using WASP AssetCloud.
- Stay up-to-date with technology (attend conferences, workshops, etc. as approved by the Principal).
- Work with Technology Coordinator as directed
- Work with the Tech Team to distribute/collect and inventory devices at the start and end of each school year.

Daily Responsibilities

- Check-out/Check-in loaned equipment daily
- Troubleshoot staff and student devices.
- Maintain inventory software

Summer Maintenance

- Prepare classrooms for the Women's Club Garage Sale.
- Physical cleaning of all computers, printers, peripherals, student devices and other equipment.
- Update computers, chromebooks, and iPads.
- Prepare classrooms for the start of the school year.