



Sacaton School District #18

JOB DESCRIPTION

JOB TITLE: **Technology Center Assistant**

Position Type: Technology Center Assistant

Salary Schedule: Classified

Approved by: Sacaton Governing Board

Reports to: Director of CTC

Location: CTC Lab

Term of Employment: 12 months

POSITION SUMMARY

This individual contributes to the daily operations of the Community Technology Center (CTC) in Sacaton, District 3 of the Gila River Indian Community. Indian Preference Applies. Assist in planning, coordinating and evaluating services, training, and programs for community members and community-based services and analyze usage and trends. Assist in Facilitating the use of existing and emerging technologies to provide new opportunities and experiences for community members with a varied background in technology. Assist the adult education and continuing education program through the General Educational Diploma (GED) program by providing online classes, assessments, and preparation for the High School Equivalency Exam.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB GOAL: To support the mission of the district goals, procedures, and policies in the best interest of the student by professionally carrying out assigned duties and participating in the improvement and refinement of related areas. Assist in the coordination of resources to promote the educational development of each student, both youth and adults.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must meet all Arizona Department of Education certification requirements for the position.
- Must have the authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Associate's degree (AA) or equivalent experience.
- Obtain and maintain a valid Arizona Identity Verified Prints (IVP) Fingerprint Clearance Card (AZ IVP FPCC).

REQUIREMENTS:

- Adheres to the District vision, mission, core values, and goals in collaboration with staff.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates a high regard for confidential and sensitive information.

ESSENTIAL FUNCTIONS:

- Ability to apply concepts of basic math.
- Supports the day-to-day operations of the CTC.
- Ability to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Ability to utilize student testing and related data to identify student strengths and weaknesses.

- Monitors access to CTC computer-based and Internet-based learning programs.
- Assists staff in delivering specialized educational/training materials.
- Attends appropriate county, Tribal, State and area meetings and/or conference.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability to work effectively and efficiently under time constraints.
- Must be detailed-oriented and self-motivated.
- Must have an excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have the ability to keep abreast of information pertinent to the job.
- Develops and demonstrates the progress of department goals.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.