

Technology Projects Assistant - DRAFT

The Falmouth School Department is looking for a technically minded team worker to assist with data, web, and applications support in the district (3/4 time position). This person should have:

- An eagerness to learn new skills and the ability to learn quickly
- An interest in contributing to a quality educational environment
- Strong attention to detail
- A strong work ethic with the ability to work in teams as well as independently
- Sound skills in:
 - Microsoft Word and Excel (advanced skills in both)
 - Web page authoring
 - Database management including creation of new layouts, reports, and importing and exporting data
 - Organizing files on a computer
- Interest and ability to assist others with technology use questions (applications support)
- Strong visual communication skills (layout/design)

Examples of responsibilities:

- ✓ Work with and support others in the use of our student information database (training provided) to
 - Create student schedules
 - Create customized reports
 - Export data to Excel and create reports in Excel (including use of pivot tables and customized graphs)
 - Perform tasks to support grading and reporting to parents
 - Extract and prepare data for state reporting
 - Check data for accuracy
- ✓ Maintain pages on the school web site
- ✓ Assist to develop new sections of the school web site. Creation of web based learning sites and putting district policies and forms on the web are two upcoming projects.
- ✓ Learn the basics of the teacher's grading program and help support teachers in the use of that program.