

### **IT Assistant Technician Role and Responsibilities**

The position consists of providing technical support for all facets of the College ICT requirements.

This role provides support to the students and staff of the College including:

- Support for all hardware, software, network infrastructure and communication services of the College.
- Working alongside the IT Team in an effective, professional manner.
- Professional support for the students of the College is a most important aspect of this role.
- Technical support includes working with the library, faculties, student management teams and specialist student groups.
- Identifying changes necessary to enhance, modify or maintain a computer system.
- Operational efficiency of computer systems; making recommendations for improvement where appropriate.
- Assisting with training programs for computer systems users.
- Assisting with technical support across the College including the Performing Arts Centre and Sports Stadium.

Job Responsibilities:

- Assist with IT support, communication, and operations across the College.
- Work collaboratively with Principal Leader, Leadership Team, external partners.
- Demonstrate an understanding and ability to support our 1 to 1 Digital Learning Program.
- Work with teachers to support ICT learning opportunities for students.
- Assist with maintaining the College IT systems
- Assist with the management of the DET Notebook allocations, internal devices allocation and monitoring to staff and students, which may include iPad or laptops.
- Regular checking and maintenance on all desktop computers for student use.
- Assist administration team with general IT support and advice.
- Assist with the training and set up of new student devices – log in set up for Year 7 students and the rollout of Year 7 devices.
- Assist with the job log for all ICT enquiries.
- Assist with Compass system enquiries.
- Assist with the operation of the internal communication system, including the internal phone network, PA and digital screens and displays.
- Provide and oversee ICT support for major events such as information/open nights etc. This may include both audio and video.
- Actively seek professional development opportunities to strengthen capacity.
- Perform other duties as directed by the Principal Team

Selection Criteria:

SC1 Capacity to undertake routine support tasks across a range of functions in one or more work areas within a school environment.

SC2 Demonstrated capacity to communicate effectively with members of the school community including students and the capacity to provide support and/or attendant care to students where necessary.

SC3 Demonstrated proficiency in the use of office systems, software or technical equipment as relevant to the position.

SC4 Capacity to work cooperatively with a range of people including teachers, education support, students and parents.

SC5 A commitment to professional learning and growth.

The IT Assistant Technician will be expected to know, understand and implement DET guidelines and child safety standards.

This position is an ES 1-1 Fixed Term part time 48/52 position EFT 0.80. Roster is five days per week during the school term, 8.45am to 3.23pm, inclusive of a half hour unpaid lunch break.

Start Date: Friday 28 January 2022 to Tuesday 20 December 2022

Application and Response to the Selection Criteria to be submitted via email to Lisa Bull at [east.doncaster.sc@education.vic.gov.au](mailto:east.doncaster.sc@education.vic.gov.au) by Friday 19 November 2021 4.00pm