

### **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 laptops or iPads.
- 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 and new students who enrol throughout the year.
- 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 Demonstrated experience and skills in coordinating a specific education support function.

SC2 Demonstrated capacity to supervise the work of other support staff and to develop procedures and guidelines relating to the work area.

SC3 Demonstrated high level oral and written communication skills.

SC4 Possess the technical knowledge and expertise relevant to the position.

SC5 Demonstrated capacity to provide advice and support to management in respect to the work area.

SC6 Demonstrated commitment to professional learning and growth for both self and others.

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

This position is an ES 1-2 School Local Payroll Fixed Term part time 48/52 position EFT 0.40.

Start Date: 29/01/2024 to 20/12/2024

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 12/12/2024 4.00pm