

**SANBORN REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION – APPLICATION SUPPORT/ADMINISTRATIVE ASSISTANT**

Job Title	Application Support/Administrative Assistant
Supervisor	Director of Technology
Qualifications:	<ul style="list-style-type: none"> • Associates degree or equivalent with two years of application support desired. • Knowledge of maintaining a budget. • Knowledge of applications including G-Suite, Office 365, SQL, & Access. • Ability to work independently in solving problems. • Ability to communicate with district staff, students, technology team, & vendors.
Purpose	Assisting the Directory of Technology with finances of the department. Providing application support to staff & students.
Performance Responsibilities	<ul style="list-style-type: none"> • Ability to coordinate, manage, implement and troubleshoot various district software programs. • Manage, maintain and update district level information in various software programs, as needed. • Assign and maintain district level staff permissions and security roles in multiple software programs. • Assist technology staff with Help Desk Tickets. • Ability to format spreadsheets or create/manipulate databases with MS Access. • Work with outside vendors for updates, upgrades, or issues with applications. • Help prepare, review changes and submit the annual technology budget ensuring all items are placed in appropriate accounting function and maintain a positive balance. • Prepare purchase orders and new vendor requests for the technology department. • Receive orders, process paperwork and distribute supplies as ordered. • Assist and manage daily operations of the technology office including the technology director and staff calendar of events. • Ensure confidentiality of information processed by the office. • Carry out such duties and responsibilities as to ensure that all administrative functions are carried out in full compliance with federal and state law and school district policy. • Make recommendations for the technology budget including upgrades, repair and replacement cycle. • Inform Technology Director of technology related problems and issues that arise within the district.
Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.
Terms of Employment	Refer to School Board Policy GDB
Evaluation	Evaluation by the Director of Technology in accordance with district policies

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.

The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.

January, 2023