



# Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

## EMPLOYMENT OPPORTUNITY

### TECHNOLOGY ASSISTANT

2009-2010

JOB NUMBER 3252

*Applying for this posting places your name in a pool of applicants who wish to be considered for technology assistant positions as they become available in the district.*

#### QUALIFICATIONS:

1. High school diploma or GED equivalent.
2. Must have computer related experience.
3. Must complete intensive computer-related on the job training.
4. Must have willingness to pursue additional training and professional growth.
5. Must be willing to utilize personal transportation vehicle daily between assigned campus and the Instructional Support Center. (Reimbursement for mileage will be provided).
6. Must be able to lift 50-80 lbs.
7. Competency on CFISD proficiency test (score of **70** or above on both parts).

**LENGTH OF EMPLOYMENT:** 193 Day / 250 Day

**SALARY/PAYGRADE:** Clerical/Technical 45 - \$23,349 (minimum)  
Clerical/Technical 45 - \$30,245 (minimum)

#### ESSENTIAL FUNCTIONS:

1. Provide technical support of hardware to include troubleshooting hardware problems; identify hardware for repair; install cards; and set switches or jumpers on hardware to make the hardware compatible with software installation requirements.
2. Provide technical support (not to be confused with training or tutorials) of software at assigned campuses to include troubleshooting software problems; identify software installation problems; install software fixes; and assist with software "pushes" across the network.
3. Assist the Technology Services department in performing hardware and software inventories.
4. Provide for initial setup and movement of hardware.
5. Transport CPU or other small peripherals to ISC and back to campus for purposes of support.
6. Coordinate with Department Chairpersons for ordering of supplies for campuses.
7. Maintain budget records.
8. Perform other duties as assigned.

**REQUIREMENTS:** After submitting an application, **ALL** applicants must **register online** for the proficiency test and bring educational credentials the day of testing. To register, click on [Apply Online](#) below and go to Steps 5 & 6.

#### ALL INTERESTED APPLICANTS MAY CONTACT:

Human Resources  
10300 Jones Rd. Rm.229  
Houston, TX 77065  
Phone: 281-897-4189  
Fax: 281-517-2106  
Email: [annette.escobar@cfisd.net](mailto:annette.escobar@cfisd.net)  
[Apply Online](#)  
Category: **09-10 Paraprofessional**

A handwritten signature in blue ink, appearing to be 'J.H.'.

**DEADLINE TO APPLY:** Applications taken year round