THE POTTER'S HOUSE JOB DESCRIPTION

Position Title:	**IT ASSISTANT**
Reports to:	IT Director
Department:	Administration Office
Hours:	Full-time
Exempt/Non-Exempt:	Non-exempt
Salary/Hourly:	Hourly
Benefits:	As offered per personnel policies
Position Category:	IT Support
Position Calendar:	Non-school calendar

Qualifications Required
1. Personal relationship with Jesus Christ and committed to Christ-centered education.
2. Regular worshipping member of a Bible-believing Christ-centered church.
3. Loyal and supportive of The Potter's House mission, vision, and values.
4. Bachelor's degree in computer science or a related field and some previous experience with technology.
5. Ability to prioritize multiple tasks seamlessly with excellent attention to detail, delivering a quality work product.
6. A good working knowledge of technology operations, systems, and developments.
7. Solid analytical and problem-solving skills.
8. A willingness to learn new technologies and processes.
9. Ability to meet deadlines and adapt to changes.

Primary Job Responsibilities
1. Actively engage as a member of the school's spiritual community by attending morning prayers.
2. Oversee Devices - manage and maintain Chromebooks.
   a. Enroll new Chromebooks.
   b. Manage Inventory in ELMS Chromebook carts.
   c. Manage High School 1-to-1 Inventory.
   d. Coordinate with secretaries regarding spare Chromebooks for use if a classroom device needs repair.
   e. Update the Google Admin console so that all devices are in the appropriate OU for location and status.
   f. Diagnose and if possible, repair Chromebooks as needed.
   g. Salvage parts, deprivation and dispose of old devices.

3. Oversee Workspace Apps.
   a. Provide support for the Google Classroom Environment. Work with Power Users to develop an understanding of how teachers use Google Classroom. Act as a resource for teachers who need support.
   b. Act as a resource for teachers and staff using Google Docs, Google Sheets, Google slides and Gmail.
   c. Participate in training and other events to stay current with new features from Google and other software and app programs.
   d. Understand how different operating systems (MAC, Windows, Chrome) interact with Google apps.
4. Classroom Support
   a. Understand how Google apps interact with Microsoft apps.
   b. Provide training and ongoing support for teachers using Go Guardian. This includes setting up sessions and scenes, coordinating rosters with Educate, and assist with real-time monitoring when needed.
   c. Block or make available websites and pages as requested by teachers.
   d. Assist with researching student activity.
5. Audio Visual Support
   a. Manage and maintain projectors, document cameras and sound systems for classroom. Includes installing low voltage cable systems.
   b. Support events in the chapel and high school auditorium that require the use of the audio and lighting systems. Includes setting up and taking down microphones, monitors and other equipment as needed.
   c. Maintain portable systems for offsite events.
6. Support for Printing, Copying and Faxing.
   a. Includes monitoring of service calls and supplies.
   b. Install drivers and assist end users with connecting to the appropriate devices.
7. Maintain an awareness of other apps and software that are used at The Potter's House. Includes, but is not limited to Remind, Sage, Donor Perfect, Adobe Suite, Spiceworks, Khan Academy, IXL, and standardized testing apps.

All other responsibilities as assigned by the IT Director.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This Job Description has been reviewed for accuracy by administration and HR and is compliant with EEOC and ADA requirements.