



Job Description Technician Assistant Summer/High School Student

REPORTS TO: Director of Technology

TERM: Summer

DEPARTMENT: Technology

WAGES: \$10/hour

PRIMARY PURPOSE:

The Technician Assistant will assist the District Technology Department with summer projects.

QUALIFICATIONS:

Education:

High School Student

Special Knowledge/Skills:

- An interest in best practices related to technology.
- Ability to work alone or with others.
- Ability to follow directions.
- Ability to travel between campuses.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Clean computer equipment and peripherals at all buildings.
2. Unbox, inventory, label, and setup various types of computer equipment.
3. Deliver equipment between campuses and the District Technology Department.
4. Assist with district technology projects.
5. Maintain confidentiality in the conduct of district business.
6. Deal sensitively and fairly with persons from diverse cultural backgrounds by employing effective interpersonal skills.
7. Comply with district policies, as well as state and federal laws and regulations.
8. Other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Maintain emotional control under stress.

Physical Demands/Environmental Factors:

Position requires repetitive hand motions, normal physical strength, lifting and bending.

COMPUTER TECHNICIAN SCHEDULE:

Flexible Schedule

