



## Job Description

Title of Position: Technology Repair Center Secretary/Library Aide

Duty Days: 205

Pay Grade: CP2

Salary: Based on Current Salary Compensation Plan

- Demonstrated skills and experience in utilizing computer applications such as word processors, spreadsheets, and databases

### **Qualifications:**

- High School diploma and/or GED certification
- Demonstrated knowledge of basic computer terminology
- Customer-service oriented with effective communication and interpersonal skills
- Experience in cash money management

### **Duties include but are not limited to the following:**

- Helps ensure a user-friendly library learning commons and technology repair center by promoting interactions that are supportive, courteous, respectful and encouraging to students, staff and community.
- Possess the ability to work independently and cope with continual interruptions and shifting job priorities.
- Provide secretarial assistance to the staff in the repair center and library learning commons.
- Assist in supervision of the library learning commons and repair center as well as maintain a safe school environment by effectively managing students, student assistants, staff and volunteers.
- Collect and be accountable for money from students and parents.
- Assists library information specialist and repair center staff with managing job order tickets, processing theft reports, organize and generate reports, maintaining orderly appearance of physical space, conducting inventory and circulating materials/devices according to district policy.
- Assist with rollout and take-up procedures for the 1:1 program.
- Operate all equipment and software applicable to the repair center and library learning commons and provide assistance to patrons. Includes use of Internet, money management system, library automation system, word processing, desktop publishing and spreadsheet applications.
- Follows guidelines of 1:1 and library services programs
- Reports directly to campus administrator responsible for evaluating clerical and paraprofessional staff.

### **Work Conditions:**

- Maintain emotional control under stress
- Frequent mobility
- Dexterity of hands and fingers to operate a computer keyboard, mouse, hand and power tools, and to handle other computer components
- Lifting and transporting of moderately heavy to heavy objects, such as computers and peripherals

**A select number of applicants will be invited for an interview. Only persons with the above credentials and background will be considered.**

**Both In-district and Out-of-district** applicants should submit an application, and upload resume and copies of educational credentials and certifications (if applicable) through our online application process.

***The Klein Independent School District does not discriminate on the basis of age, color, disability, national origin, religion, or sex in the educational programs or activities which it operates and is an equal opportunity employer.***