

JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

<u>JOB TITLE:</u>	High School Student Technologist
<u>REPORTS TO:</u>	Manger of Systems and Operations
<u>REQUIREMENTS:</u>	Teacher Recommendation, Academic Eligibility, Basic understanding of computer driven technology.
<u>QUALIFICATIONS:</u>	<p>Models good leadership qualities Has a good attendance, discipline, and academic record Is able to troubleshoot technology calmly and effectively Demonstrates patience and tact when working with people Ability to work on a ladder Can effectively teach, communicate, coach, and tutor peers and teaching staff</p>
<u>WORK YEAR:</u>	Summer Part time approx. 20-25 hours a week

JOB DESCRIPTION:

Summer tasks will be helping with the setup and deployment of district iPads and laptops. Optional tasks as assigned by technology staff to aid in preparing the district technology for the new school year.

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS:

1. Assist with setup and deployment of District iPads and laptops.
2. Perform maintenance on projectors and AV equipment.
3. One on one training of peers on the iPad and apps installed.
4. Help with the distribution of the iPads to the students; including walking them through the process of setting up the iPads before school begins.
5. Documentation including blog articles, video forums and other digital mediums.
6. Performs other duties as may be necessary and assigned by the Technical Supervisor.

PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions.

TERMS OF EMPLOYMENT

Newly hired employees will be placed on the appropriate summer worker Salary Scale.

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THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE _____

DATE _____

PRINTED NAME _____