

TITLE: Seasonal Technology Assistant



QUALIFICATIONS:

- High School Diploma or equivalent
- Effective oral and written communication skills
- Familiarity with Chromebooks, Google Chrome Operating System and extensions
- Reliable transportation preferred as travel between buildings may be required
- Ability to interact positively and effectively with staff, students, and families.

REPORTS TO: Director of Technology

JOB GOALS: To support the mission, vision, and core values of Bloomington School District 13

- Mission – Developing actively involved learners, well-rounded students, and responsible citizens in partnership with the community.
- Vision – An exceptional, individualized education for each and every student.
- Core Values – Ensuring every student learns, Treating others with honor and respect, Working together to achieve more.

PERFORMANCE RESPONSIBILITIES: Collaborate with the District Technology Department to:

- Use organizational skills necessary to coordinate the completion of tasks independently, as well as with others to meet established deadlines.
- Prepare devices for deployment which may include: unpacking and sorting devices, updating software, enrolling chromebooks, and labeling devices for inventory.
- Assist with the organization and delivery of equipment for deployment and recycling.
- Problem solve and troubleshoot minor technology issues.
- Basic repair and support (batteries, screens, etc) for Chromebooks and other devices.
- Perform other appropriate duties as assigned by the Director of Technology or other members of the Technology Department.

WORK ENVIRONMENT: The noise level in the work environment varies between standard and moderately elevated.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to use hand and arms to reach. The employee is frequently required to sit, stand, walk and occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Reasonable accommodations may be made in order to enable individuals with disabilities to perform essential job functions.

TERMS OF EMPLOYMENT: Hourly employee, 2-3 months (June-August) up to 30 hours per week, terms to be established by the Board of Education. A fingerprint-based criminal background check is required for hire and employment is contingent on the results.

EVALUATION: Performance of this job will be evaluated in accordance with State and local laws and board policies