

Short Term School District Summer Worker - Technology

Purpose Statement

The Summer Short-Term School District Summer Worker - Technology is a temporary, part-time position offered per Education Code 45103, designed to provide entry level experience in a school district setting. The employee will work under the supervision of the Chief Technology Officer or designee, assisting with a wide range of clerical and light technical tasks.

Essential Functions

- Clerical tasks: Conduct general clerical duties including typing, word processing, proofreading, filing, and data entry to ensure accurate and organized information.
- Record management: Maintain and update filing systems (alphabetical, index, and cross-reference) for efficient access to essential information.
- Tech repair: Provide basic computer troubleshooting and repair to assist department staff.
- Manage technology assets: Inventory and track district technology devices to ensure accountability and resource allocation.
- Department operations: Assist with the movement of books, computer equipment, and other materials as needed.
- Customer service: Answer phones, direct calls appropriately, and offer friendly assistance to staff, students, and the public.
- Support efficient workflow: Assist with basic department tasks to maintain organization and facilitate timely access to supplies.
- Other duties as assigned: Complete various clerical tasks and technical projects as assigned, demonstrating flexibility and adaptability.

Job Requirements & Skills

Skills

Skills are required in a variety of areas to support the efficient operations of a school district. Ideal candidates will demonstrate proficiency in word processing software and familiarity with standard office equipment like computers, printers, copiers, and calculators. Additionally, strong organizational and filing skills are crucial for maintaining accurate records. The ability to work independently, manage multiple tasks at once, and effectively prioritize workload showcases a high level of efficiency and self-direction.

Knowledge

Knowledge is required in several key areas for success in this position. A solid understanding of standard office procedures ensures smooth workflow and compliance with established guidelines. A basic understanding of computer hardware and troubleshooting concepts.

Ability

Ability is required to excel in several interpersonal and self-management areas. Excellent interpersonal skills are vital for collaborating effectively with a diverse range of people, including staff, students, and the public. Success in this role also demands adaptability, demonstrated by a willingness to learn and take on new challenges with enthusiasm. Finally, the ability to work independently with minimal instruction and take ownership of tasks highlights initiative and self-direction.

Responsibility

Responsibilities include providing support to the district departments, working both independently and collaboratively to fulfill day-to-day needs. The assistant will contribute to projects, assist with resource management, and coordinate with district staff as needed. Collaboration with colleagues is essential for effective problem-solving and learning. While decisions are primarily overseen by senior staff, the Summer Short-Term School District Worker's actions directly contribute to the completion of departmental projects.

Work Environment

This position primarily involves working at a desk with a computer for extended periods. You may occasionally need to lift, carry, or move light equipment or materials. Some bending, stooping, kneeling, or reaching may be required during setup or troubleshooting tasks. Good typing skills and the ability to handle small parts are important. Clear communication is essential for assisting users and working with colleagues. You'll mostly work in an office or school setting, with occasional visits to other areas of district campuses and facilities. Reasonable accommodations can be made to enable individuals with disabilities to successfully fulfill the essential functions of the position.

Experience

Job related experience

Certificates & Licenses

None Specified

Education

High School completion of Grade 10 or above

Clearances

DOJ/FBI Fingerprint Clearance
TB Clearance

Required Testing

Successful Completion of Pre-Employment Process

Supervision

Department Supervisors

Additional Qualifications

Ability to travel to other sites/locations

Hourly Timesheet

Classified Salary Schedule Range 9, Step 1

Continuing Education/ Training

None Specified

Work Year

20 hours per week/timesheet