



TECHNOLOGY DEPARTMENT SUMMER WORKER

Classification: Summer Helper

Location: CRC & Various Schools

Reports to: Chief Information Officer

FLSA Status: Non-Exempt

Employee Group: Non-Represented

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

Under supervision, this position performs a variety of activities and assists with general tasks related to the Learning and Information Technology Services department.

Part III: Major Duties and Responsibilities

1. Helps with tasks such as inventory, surplus, storage, and room set up in preparation for the beginning of the school year.
2. Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High School diploma or equivalent.
3. Ability to work under supervision; grasp concepts; follow directions; work as part of a team; work under pressure; meet deadlines.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, move about, bend, lift, crawl, hear and speak. The employee must occasionally lift and/or move up to 50 pounds.