

Poquoson City Public Schools
JOB DESCRIPTION

TITLE: Technology Student Summer Helper

This position is ___ exempt or X non-exempt

PRIMARY FUNCTION: To assist the technology department as needed during the summer.

MINIMUM QUALIFICATIONS: High School Student (16 years of age or older)

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of computer hardware and software
- Ability to disassemble a computer system, relocate it and reassemble it
- Ability to follow verbal commands
- Ability to lift 50 pounds
- Ability to carry a 20 pound computer to a location within 50 feet
- Ability to use basic hand tools to disassemble a computer case
- Ability to manage time effectively & work efficiently
- Possess primary knowledge, skills and abilities related to computer technology
- Ability to record data accurately
- Ability to follow written instructions
- Ability to communicate and work well in a team atmosphere
- Must be trustworthy, honest and possess personal integrity

PERFORMANCE RESPONSIBILITIES:

- Disassemble and reassemble computer cases and components
- Clean computers using cans of compressed air to blow dust out of computer and use a vacuum cleaner with attachments to clean computers
- Open computers and monitors and peripherals from shipping cartons without damaging the contents and place them into service
- Tests network connectivity
- Perform other duties as assigned
- Perform other technology related performance responsibilities
- Accurately record inventory information and configuration data

TERMS OF EMPLOYMENT:

Hourly at minimum wage during summer months (June through August) 8 hours per day not to exceed 40 hours per week. Work to be completed between the hours of 7 a.m. to 5 p.m.

REPORTS TO: Technology Coordinator

EVALUATION: Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

Approved - May 2010