

Job Title: Technology Temp Worker

Wage/Hour Status: \$10.00 hr.

Reports to: Supervisor

Pay Grade: N/A

Dept./School: Technology Support Center

Date Revised: 03/2021

Primary Purpose:

To serve the district learning community by providing technological resources and opportunities for the acquisition and development of essential knowledge and skills so that teachers and students will utilize emerging technologies to succeed in lifelong pursuits.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

- Ability to think independently and complete tasks in an efficient manner
- Basic math skills
- Strong organizational, communication, and interpersonal skills
- Ability to use copier, fax machine and multifunction telephone system
- Experience driving company and/or large box truck vehicle, preferred

Experience:

One year experience working in an environment that involved teamwork

Major Responsibilities and Duties:

Warehouse Organization:

Help clean and organize warehouse for successful storing and retrieving of inventory

Deliveries:

- Make scheduled deliveries or inventory retrieval to any campuses in the district
- Drive BISD district vehicles, as directed
- Promote positive community relations while driving any of the BISD vehicles

Inventory:

- Assist in receiving and processing all new and old technology equipment, as directed
- Assist with campus inventories (Technology, Instructional Materials, Library Services)

Imaging:

- Assist technical support team with imaging of new and old district computers & other duties as assigned

Equipment Used:

- Personal computer, printer, copier and scanner

Mental Demands/Physical Demands/Environmental Factors:

- Work with frequent interruptions
- Maintain emotional control under stress
- The ability to maintain and prioritize many tasks at once
- Repetitive heavy lifting (up to 50lbs. per box)
- Work well with others
- Ability to work in non-climate controlled areas

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by

Date

Reviewed by

Date
