

Summer Technology Staff 2024

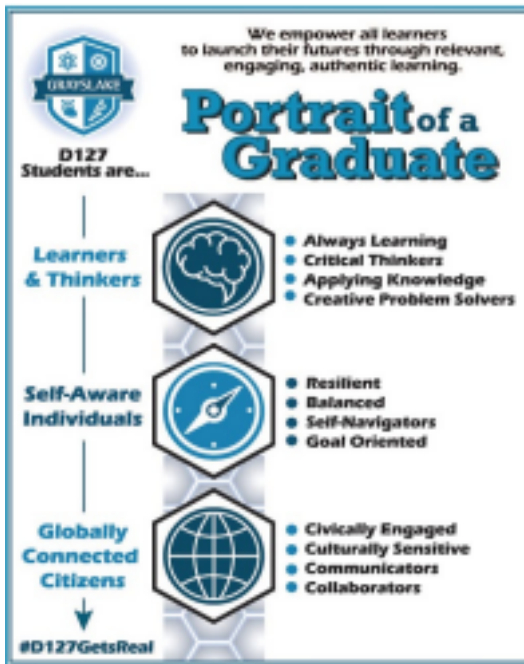
Job Description

LOCATION: Both Buildings

DEPARTMENT: Technology

REPORTS TO: Director of Technology

TERM: Part-Time Summer Employee



POSITION SUMMARY:

The Summer Technology Staff will assist the technology team with summer projects in preparation for the 2024-2025 school year. Hours may vary but are typically 7:30 a.m. - 3:30 p.m. Monday through Friday.

QUALIFICATION - EXPERIENCE - KNOWLEDGE:

- Must have HS diploma or equivalent (2024 high school graduates are welcome to apply) •
- Must travel between the two campuses with reliable transportation
- Preferred candidates will have experience with basic computer troubleshooting, Google Chrome, and the Windows operating system

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with the deployment of new equipment, software installs, and collecting information for the equipment inventory
- Assist with classroom AV cleaning and repair
- Assist with Chromebook setup and deployment
- Assist with troubleshooting issues and providing technical support

SKILLS REQUIRED:

The requirements listed below are representative of the skills, abilities and demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to perform several tasks concurrently under varying deadlines.
- Ability to exercise tact, good judgment, and initiative in dealing with students, faculty, and the public.
- Skill in operating microcomputers and peripheral equipment.
- Ability to communicate clearly and concisely, both orally and in writing including clear, polite telephone communication skills.
- Ability to work efficiently under minimum supervision.

Grayslake High School District 127 is an Equal Opportunity Employer. It is the policy and practice of District 127 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 127 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. The District has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making an application for this position should contact the office of the superintendent.

Updated 2/2024