

LYON COUNTY SCHOOL DISTRICT

Student IT Helper

Job Group: Data Processing

Classification: Classified, temporary

Terms of Employment: Student rate on Unclassified Supplemental Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under immediate supervision by the Director of Information Technology and receiving direction from the site administrator and site computer technicians, assist I.T. with Chromebook distribution and other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Aid site staff with the turn-in process of student Chromebooks
 - a. Inspect Chromebooks that have been turned in by students
 - i. Checking for proper operation – boots and can be logged onto
 - ii. Looking for damage – power supply, screen, case and keyboard
 - iii. Documenting damage – sticker on device and on spreadsheet
 - iv. Cleaning each Chromebook and making them ready for redistribution
 - v. Put Chromebooks in summer storage configuration mode
 - b. Assist I.T. staff with the inventory of collected student Chromebooks and power supplies
 - c. Assist in the pre-staging of Chromebooks for redistribution
2. Aid I.T. and site staff in the distribution process of student Chromebooks
 - a. Remove Chromebooks from summer storage configuration mode
 - b. Inspect Chromebooks to verify that repairs were performed as needed
 - c. Perform Chromebook operating system upgrades as needed
 - d. Verify proper operation of each Chromebook
 - e. Stage Chromebooks for distribution to sites
 - f. Inventory Chromebooks on spreadsheets by site
 - g. Verify power supply quantity and type being sent to sites

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Use good judgment
2. Must be able to work independently and with close supervision
3. Adapt to changing situations and environments
4. Follow complex oral and written instructions
5. Work with others as part of a team
6. Ability to understand written and oral instructions.
7. Ability to perform physically demanding work.
8. Ability to work flexible work schedules.
9. Ability to work cooperatively with employees, students, and the public.
10. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training and Experience:

1. High school student
2. Enrolled in a General Ed Work-Based Learning course for credit with SCED Code 10298 optional

EXAMPLES OF ASSIGNED WORK AREAS:

Lyon County School District schools and grounds, (classrooms, restrooms, locker rooms, corridors, school theaters, cafeterias, exterior grounds, etc.), offices, construction sites, etc.

WORK ENVIRONMENT:

Strength: Medium/Heavy - exert force to 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. May involve significant stand/walk/push/pull.

Physical Demands: Occasional climbing, balancing, crouching, and crawling. Frequent stooping, reaching, kneeling, handling, repetitive fine motor activities, talking, and hearing. Vision: occasional near and far acuity, depth perception, and color vision.

Environmental Conditions: Climate controlled office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting		X		
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body				
Climbing Stairs	X			
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing	X			
Lifting &/Or Carrying objects:	X			
Up to 50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)	X			
Fine Manipulation		X		
Repetitive Work			X	
Weight Bearings	X			
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle	X			
Working Alone			X	
Operating Machinery or Equipment:	X			
Heavy Equipment	X			
Vibrating Equipment				
Power Tools	X			

Machine/Electrical Hazards	X			
Ladders ≥ 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use				
Work Conditions:				
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste	X			
>8 Hrs Day				
Overtime/Irregular Hrs	X			
Senses:				
Eyes		X		
Visually Demanding Work		X		
Near Vision		X		
Far Vision		X		
Depth Perception		X		
Basic Color Discrimination		X		
Hearing Protection	X			
Speech Discrimination	X			
Audio Alarms		X		
Ability to Smell	X			

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____