



Twin Valley School District

4851 N. Twin Valley Road · Elverson, PA 19520

Telephone 610-286-8600 · FAX 610-286-8608

Twin Valley School District

"Every Student, Every Day"

VACANCY NOTICE

Please Post: 10/4/2023

Position..... Support Aide: Minimum 1,040 hours / year
Effective Date..... Immediately
Education.....High School Diploma
Current Salary..... \$17.30 / Hour in 23-24 School Year

Salary Progression:

24-25 School Year: \$19.30
25-26 School Year: \$20.90
26-27 School Year: \$22.50
27-28 School Year: \$23.85
28-29 School Year: \$25.20

Reports to: Director of Information Technology.

Terms of Employment: At minimum, student calendar days (180 per year) - Part-time - approximately 6.5 hours per day

Job Qualifications

High school diploma
Clearances as required by the TVSD HR Department

Job Description: Seeking a technologically inclined individual to provide support services to students and staff within the Twin Valley School District. On-the-job technical training is provided.

Competencies Preferred:

1. Basic computer skills, email correspondence, word processing and documenting.
2. Personal qualities in customer relations and working with others.
3. Successful track record demonstrating effective time management, responsibility and motivation.
4. Strong writing and communication skills.
5. Ability to follow processes and procedures as outlined.

Core Responsibilities:

1. First responder for help desk requests and issue investigation.
2. Works with others in the department to seek solutions and resolve issues.
3. Apply processes and procedures with staff members on classroom technology.
4. Works with others to maintain physical inventory of hardware, software, and peripheral devices.
5. Keep a schedule/calendar for organizational purposes.
6. Attend meetings as required.

7. Attend training sessions when needed.
8. Perform other duties as assigned by the Director of Information Technology.

Additional Responsibilities:

1. Responds to crisis situations, building drills, etc.
2. Travel among buildings, elementary centers at most ~15 minutes apart.
3. Maintains confidentiality.
4. Maintains a high level of quality work.
5. Accurately follows oral and written directives.
6. Performs work in a logical, orderly, and skillful manner.
7. Adapts to changes in schedules, equipment, procedures and methods.
8. Accepts work assignments that could require additional training to perform.
9. Maintains a high level of integrity and honesty.
10. Works beyond standard work hours when necessary.
11. Ability to lift 40 pounds periodically.

Evaluation: Performance will be evaluated annually by the Director of Information Technology.

Send Letter of Interest to:

Rita L. Haddock, HR Director
4851 N. Twin Valley Road
Elverson, PA 19520
Email: rihaddock@tvsd.org
Phone: (610)286-8600, ext.8500

Deadline for Applying: Until Filled