GATEWAY UNIFIED SCHOOL DISTRICT
4411 Mountain Lakes Boulevard
Redding, CA 96003

JOB DESCRIPTION: PROJECT TECHNICIAN
RANGE 10

DEFINITION OF POSITION:
Under the direction of the Instructional Services Director and school site administrators, this itinerant employee works independently in performing varied tasks to assist in clerical and data driven operation of the programs throughout the District as assigned.

ESSENTIAL FUNCTIONS:
The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Electronic archiving of District documents including confidential HR and Business records;
- Duplicates material;
- Collects and maintains data which may include assessment, attendance, discipline, behavior, and other relevant student data;
- Administers tests;
- Prepares instructional materials;
- Handles inventories;
- Operates audio-visual equipment;
- Assists with the supervision of students in assigned areas;
- Performs other related duties as assigned.

QUALIFICATIONS:
Knowledge of:

- Modern office methods including filing, indexing and cross-referencing;
- Modern office machines and equipment;
- Correct English usage (grammar, spelling, punctuation).

Ability to:

- Be a mature, friendly adult who is sensitive to the needs of children;
- Organize tasks and meet deadlines;
- Use discretion and maintain strict confidentiality;
- Understand and carry out oral and written instructions;
- Take suggestions in a positive manner;
- Learn categorical program requirements;
- Perform basic clerical work with speed and accuracy;
- Prepare and maintain complete, accurate records;
- Establish and maintain harmonious relationships with students, staff and parents.

REQUIRED QUALIFICATIONS:

- Must meet the requirements of No Child Left Behind.
- Pass the General Clerical Exam administered by the District at the 60th percentile or above.
- Type 40 net words per minute on a 5-minute timed writing (Outside certificate is acceptable).
- Possession of a valid California Driver License during the course of employment. Must be insurable at standard rates and maintain such insurability during the course of employment.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk, sit, or stand for long periods of time; Will regularly use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift, push, pull, and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. The noise level in the work environment is usually moderate.

Work Environment:

- Classroom environment at school site;
- Daily travel by automobile between school sites;
- Subject to frequent interruptions during work day;

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE AND EDUCATION
Any combination of experience and training that would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:

Experience:

- One year of clerical experience with previous employment in an educational setting is preferred.
- Previous experience working with children is preferred.
- Knowledge of student information systems and assessment is desired.

Education:

- High School Diploma or equivalent.
- Completion of College level courses or in-service training appropriate to position is desirable.