



PASCACK VALLEY REGIONAL HIGH SCHOOL DISTRICT

Ms. Tracy Leigh
Director of Technology

Spring 2025

Greetings,

Thank you for your interest in working for the Pascack Valley Regional High School District Technology Department this summer. If you can work independently, thoroughly and efficiently, and have a desire to learn, we welcome your application for the position of Summer Technology Student Assistant. This position offers an opportunity, for you, to learn and to help deliver our department mission:

Provide world-class instructional technology tools for our students and faculty

All student applicants should be aware of the following:

- We are looking for students who continuously demonstrate respect, maturity, responsibility and trustworthiness in school. This includes a strong attendance record as timeliness and being present are crucial to our success.
- The technology staff will review and evaluate all applications.
 - If we feel we need to know more about you, we may discuss your work habits with your teachers, counselor(s), and/or administrators.
 - Based on review of the application and conversations with those mentioned above, we will interview applicants we feel are right for the positions.
 - We typically have many more applicants than positions – not all who apply will be interviewed.
 - Successful applicants will be recommended to the PVRHSD Board of Education for approval. No student can work for the district without board approval.
- **Any applicant who is graduating this year and is, or will be, 18 years of age at any point while employed will be required to be fingerprinted and undergo a background check prior to employment.**
 - There is a cost involved with being fingerprinted and this cost is the responsibility of the student or their respective family - the district cannot bear this cost.
 - For information about the process, [visit the Human Resources section](#) of our website.
- **While working for the district, any student worker who demonstrates insubordination, disrespect, poor work habits, or causes the technology staff to question his/her trustworthiness will be immediately dismissed. Working for the district is a privilege, not a right.**

Description of work

- 1) The work will include some or all of the following types of tasks:
 - a. Cleaning and configuring computers for the next school year.
 - b. Installing and uninstalling printers.
 - c. Classroom set up and preparation.
 - d. Moving computers, printers, and related equipment to and from various locations throughout the buildings. Technology Summer Assistants will use hand trucks, carts, and be expected to carry some equipment.



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- e. Loading and unloading computers and related equipment to and from school vehicles.
 - f. Performing tasks related to inventory, record keeping, and controls.
 - g. Assisting the network team with labeling and reorganization of network infrastructure rooms.
 - h. Running network cabling, as needed, throughout the buildings.
 - i. Any other appropriate tasks necessary for the completion of the requirements of the District Technology Plan
- 2) Hours will be Monday through Thursday - 8:00 AM to 3:30 PM. Students will not work on Fridays.
 - 3) Students are only paid for the time they work.
 - a. Students are NOT paid for days the district is closed, or days designated as not necessary to report by the Technology Staff.
 - b. Students are NOT paid for days students elect to take off.
 - c. By State law, a 30-minute lunch break must be taken – this break is not paid.
 - 4) Students will be informed of the work schedule one week in advance.
 - 5) The salary is \$16.00 per hour for first-year Summer Technology Student Assistants and \$17.00 per hour for returning Summer Technology Student Assistants.

Requirements for application

If you apply, you should be:

- **Available to work at any of the district buildings including each of the schools and the district offices located in Montvale.**
- Able to provide your own transportation to and from work each day.
- Prepare to bring your own lunch to work each day.
- Able to do heavy lifting.
- Aware of your summer schedule before applying:
 - a. **Student workers will be working from Monday, July 7 through Thursday, August 21.**
 - b. Depending on the arrival of expected shipments, students may have the opportunity to work in late-June. If this opportunity becomes available, students will be contacted.
 - c. On your application, indicate all pre-scheduled days off (vacation, college visits, last day available, etc.).
 - i. Do not apply and take a position that could be given to someone else if your summer availability is limited.

We have a limited number of positions. Applicants with the most availability to work will be given stronger consideration.

All applicants must submit the completed application (last page of this packet) to a Technology Specialist in your school **by the end of the school day Thursday, April 3, 2024.**



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Summer Technology Work Application

Please print all information

Name: _____

Address: _____

Town: _____ Zip: _____

Home Phone: _____ Age: _____

Cell Phone: _____

Email: _____

School: _____ Current Grade (2024-25): _____

Counselor: _____

Please list the dates you will not be able to work (vacation, college visits, college start, etc.):



Signature _____ Date _____