

**FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

Posting Dates: December 10, 2009 – Until Filled

TITLE: Technology Lab Assistant - Title I (Williams)

An online application, which can be accessed from our website (www.flintschools.org), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must also submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

SPECIAL NOTICE:

Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.

QUALIFICATIONS:

Education: Associate's Degree or equivalent experience in technology related field required.

Experience: Experience in technology writing.

Skills: Technical usage and organizational skills.

Skill in organizing and facilitating computer lab work.

Personality and mature judgment to work harmoniously with people.

Other Requirements:

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REPORTS TO: Technology team and building principal

TERMS OF EMPLOYMENT: Grade 3, Technical Salary Schedule; 199 Days; 15 Hours/Week; Beginning salary \$186.38/week. (This is Title I grant funded.)

TITLE: Technology Lab Assistant - Title I (Williams)

ESSENTIAL FUNCTIONS:

Opens and closes computer lab daily.

Provides assistance to teachers and students in the computer lab.

Works directly with technology team.

Troubleshoots computer problems in the lab.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

PHYSICAL DEMANDS FOR POSITION:

Sedentary Work (See U.S. Department of Labor Guidelines)

EVALUATION:

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy for Technical Salary Schedule personnel.

mjh-human resources
12-04-08

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,
Flint, Michigan 48503-1974 • (810) 760-1124.

Translation services are available upon request, please call 760-6770

خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف 760 - 6770

Ponemos a sus órdenes el servicio de traducción. Las personas interesadas, favor de llamarnos al 760-6770

設有翻譯服務, 祇要提出要求, 請電760-6770.