

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Computer Technical Assistant
EXEMPT:	No
SALARY LEVEL:	Per Classified Policy – Technology Classified Personnel
LOCATION:	Plymouth Community School Corp.
REPORTS TO:	Director of Technology and Building Principals
LENGTH OF WORK:	9 months / year

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Service order database data entry of new and existing orders.
2. File completed service orders and production reports.
3. Enter production statistics into spreadsheet for monthly and annual reporting.
4. Answer telephone/check answering machine and write up new service orders and take messages.
5. Process request for quotations to specified vendors.
6. Write up purchase requisitions for approval signatures.
7. Perform shipping/receiving duties for new product and returns.
8. Use word processor to type department procedure lists and other information.
9. Process time cards for technicians.
10. Other miscellaneous filing and related duties as needed.
11. Maintain inventory control.
12. Maintain a positive relationship with other staff, parents, and students.
13. Check cc:Mail daily at PHS for new service requests and other correspondence.
14. Responsible for communication of information from the Technology Department to the rest of the corporation in the form of monthly newsletters, status reports, etc.
15. Keep track of budget accounts that are the responsibility of the Technology Department.
16. Make sure technicians tag all new equipment with “asset label” and that appropriate forms are completed for additions, transfers and deletions.
17. Maintain vital information handout and building password lists.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below 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.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) plus extensive computer knowledge; or one to three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents, or employees of the school organization.

MATHEMATICAL SKILL:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, slate, stylus, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, adding machine, textbooks, computers. Employee must be proficient in running the following software packages, which may be representative, but not all-inclusive: Windows 9X, MS Word, MS Excel, Lotus 1-2-3, Corel WordPerfect 8, and Netscape Navigator.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Nine months per year. Salary and benefits as per Classified Policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

Revised 12/8/00