

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### ASSISTANT, Technical

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Computer data entry experience preferred.

#### KNOWLEDGE, SKILLS, ABILITIES

- General clerical skills.
- Knowledge of computer and technological applications as related to specific job functions.
- Bilingual ability may be required per advertised vacancy specifications.

#### SUPERVISION

**REPORTS TO** Principal and/or Designee  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To perform technical and clerical duties necessary for the operation of the media center.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Oversee circulation desk activities.
2. \*Operate, maintain, and perform basic troubleshooting on audiovisual equipment, computer and peripherals, and report work orders to the appropriate staff member, when requested by the Principal and/or Designee.
3. \*Perform general duties to include maintenance of media materials, updating library circulation databases, AV-materials scheduling, and assistance with media collection inventory process, when requested by the Principal and/or Designee.
4. \*Assist with the general operations and appearance of the media center.
5. \*Support the use of media computers and computer labs, when requested by the Principal and/or Designee.
6. \*Facilitate television production and editing, when requested by the Principal and/or Designee.
7. \*Answer phone inquiries, when requested by the Principal and/or Designee.
8. \*Assist with supervision of students, when directed by the Principal and/or Designee.
9. \*Observe confidentiality of students and student records at all times.
10. Perform other duties as assigned by the Principal and/or Designee.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Computer, scanner, projectors, screens, printers

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## PHYSICAL REQUIREMENTS

### Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

## PHYSICAL ACTIVITIES

### Sitting

Resting with the body supported by the buttocks or thighs.

### Standing

Assuming an upright position on the feet particularly for sustained periods of time.

### Walking

Moving about on foot to accomplish tasks, particularly for long distances.

### Bending

Lowering the body forward from the waist.

### Stooping

Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

### Kneeling

Bending legs at knee to come to a rest on knee or knees.

### Twisting

Moving body from the waist using a turning motion.

### Reaching

Extending hand(s) and arm(s) in any direction.

### Pushing

Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.

### Pulling

Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.

### Lifting

Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.

### Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

### Grasping

Applying pressure to an object with the fingers and palm.

### Feeling

Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.

### Repetitive Motions

Substantial and continuous movements of the wrists, hands, and/or fingers.

### Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

### Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

### Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

### Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

## TERMS OF EMPLOYMENT

### PAY GRADE

**C-A \$15,680 - \$27,843**  
Job Codes 1612/1612A  
District Salary Schedule  
Months 10  
Annual Days 196  
Weekly Hours 37.5  
Annual Hours 1470

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 16  
EEO-5 Line 51  
Function Vary  
Survey Code 62093

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

April 27, 2010  
March 9, 2010  
July 11, 1995

ADA Information Provided by Hugh Harris  
Position Description Prepared by Human Resources

### C-A2 \$15,037 - \$26,707

Job Code 16128  
District Salary Schedule  
Months 10  
Annual Days 188  
Weekly Hours 37.5  
Annual Hours 1410