Dayton School District #8
Job Description

Job Title: Technician Position
Reports To: Principal
FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, performs a wide variety of technical work and handles daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following.
Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policies and procedures.
2. Provides support and direction to interns, aides, and classroom students.
3. Schedules meetings, events, and programs as required including creating schedules, contacting all invited parties, preparing agendas, confirmation, arranging for catering and distributing materials to all parties.
4. Appropriately maintains and secures confidential records and inquiries.
5. Professionally represents the school and the District in interactions with parents, community, staff, and students.
6. Maintains appropriate certifications and training hours as required.
7. Demonstrates appropriate behavior management skills.
8. Supervises small and large groups of students independently.
9. Assists in maintenance of school records.
10. Maintains confidentiality of students and their families.
11. Performs job related tasks with little or no supervision.
12. Communicates and works effectively with students and staff members.
13. Performs a wide variety of secretarial and clerical duties for the administration, counseling office, teachers and office staff as needed.
14. Independently answers inquiries and supplies information on program matters for staff, students and parents.
15. Prepares, distributes and maintains records of attendance, discipline, parent-teacher conferences, and other written and oral communication as needed.
16. Complies with applicable District, state, local and federal laws, rules and regulations.
17. Attends work regularly and is punctual.
MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following.

Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends staff meetings.
2. Attends in-service trainings.
3. Reports issues to authorities as necessary, i.e. animal control, suspicious activity, etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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:** Associate’s degree (A.A.) or equivalent from two-year college or technical school; or at least two years related experience and/or training; or equivalent combination of education and experience.

- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others’ ideas and contributing to building a positive team spirit.

- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries from students, parents, staff, regulatory agencies, members of the community, or the media. Ability to read and analyze general business periodicals, professional journals, or governmental regulations. Ability to write reports, business correspondence, feature stories, and press releases.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

- **Computer Skills:** Strong knowledge of computer usage and ability to use standard school software, internet software, e-mail, spreadsheets and word processing software. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid First Aid/CPR card, Bloodborne Pathogens Exposure Prevention and Child Abuse: Mandatory Reporting and Sexual Conduct: Staff to Student training.
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 is frequently required to walk, sit, stand, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop or kneel. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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 work environment combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate but occasionally high depending upon student activities. Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:                      Date:

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