



# Moniteau School District

Administrative Offices  
1810 West Sunbury Road  
West Sunbury, PA 16061  
(724) 637-2117  
Fax (724) 637-3862

## Position Vacancy

**DATE POSTED:** March 29, 2022

**POSITION(S):** Summer Technology Assistant *CWB*

**DEADLINE FOR FILING:** April 5, 2022

**APPLY IN WRITING TO:** Susan Kirschner  
Secretary to the Superintendent  
1810 West Sunbury Road  
West Sunbury, PA 16061  
(724) 637-2117

Moniteau School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. The District fully intends to hire on Step One, but the Board reserves the right to hire at a higher level.

For information regarding civil rights or grievance procedures, contact Title IX Coordinator, Section 504 Coordinator, Mrs. Aubrie Schnelle, Superintendent, at 1810 West Sunbury Road, West Sunbury, PA 16061; telephone (724) 637-2117. For information regarding services, activities, and facilities that are accessible to and useable by handicapped persons, contact the Superintendent as above.



## **MONITEAU SCHOOL DISTRICT JOB DESCRIPTION**

**Title:** Summer Technology Assistant

**Responsible to:** Director of Technology

### **Qualifications:**

- Must be dependable, flexible, and comfortable working in a fast-paced environment
- Analytical thinking skills, organization, and attention to detail are a must
- Intermediate experience using Chromebooks and Windows PCs
- Ability to lift small quantities of Chromebooks and computer equipment (up to 25lbs.)
- Ability to quickly learn and retain knowledge of policies and procedures
- Strong written and verbal communication skills with a collaborative attitude
- Time management skills and ability to work productively with minimal supervision

### **Responsibilities:**

- Assist with identifying, organizing, and labeling equipment
- Move, set up, and configure computers and peripheral equipment such as docking stations, interactive panels, document cameras, etc.
- Communicate and work in collaboration with the technology department
- Assist with various projects as directed by the technology department