



## STUDENT SUPPORT TECHNICIAN

### JOB DESCRIPTION

<b>DIVISION:</b> Operations/Superintendent's Office	<b>GRADE:</b> Hourly/ Non-Bargaining
<b>DEPARTMENT:</b> Educational Technology/Facilities/PIO	<b>WORK DAYS:</b> 248
<b>REPORTS TO:</b> Site Media Specialist (ST); Facilities Supervisor (SBT); PIO (GD)	<b>FLSA STATUS:</b> Non Exempt
<b>ESSENTIAL PERSONNEL:</b> No	

#### POSITION SUMMARY

To provide technical support services for assigned sites as either a student technician (ST), sound-booth technician (SBT), or graphic designer (GD).

#### MINIMUM REQUIREMENTS

- Current junior or senior enrolled in the Martin County School District.
- Valid Florida driver's license.
- Reliable transportation.
- School-based recommendation to enter the program.
- Work after school or weekends as assigned.
- Proficient in Adobe Creative Suite or other graphic-designing software (GD).

#### **CERTIFICATION:**

#### **WORK EXPERIENCE:**

#### PREFERRED QUALIFICATIONS

- Ability to time manages.
- Ability to communicate clearly in both oral and written formats.
- Ability to work effectively with stakeholders and cooperatively as a member of a team.
- Ability to analyze, troubleshoot and provide solutions.

#### SUPERVISES

N/A

#### ESSENTIAL DUTIES

- Demonstrate initiative in the performance of assigned responsibilities.
- Meet and deal effectively with the staff members, administrators and other contact persons using tact and good judgment.
- Follow attendance, punctuality and other qualities of an appropriate work ethic.
- Ensure adherence to good safety standards.
- Maintain confidentiality regarding school/workplace matters.
- Model and maintain high ethical standards.
- Maintain expertise in assigned area to fulfill position goals and objectives.
- Exercise service orientation when working with others.
- Keep supervisor informed of potential problems or unusual events.
- Use effective, positive interpersonal communication skills.
- Respond to inquiries and concerns in a timely manner.
- Attend job appropriate training workshops provided by the school district.
- Exhibit interpersonal skills to work as an effective team member.

- Follow federal and state laws as well as School Board policies, rules and regulations.
- Demonstrate support for the school district and its goals and priorities.
- Demonstrate initiative in identifying potential problems or opportunities for improvement.
- Prepare or assist in preparation of all required reports and maintain all appropriate records.
- Perform other duties as assigned.

**Professionalism:**

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

**Working Conditions:** Appropriate to position.

**Physical Demands:** Appropriate to position.

**Medium Work:** Involves exerting up to 20 to 50 pounds of force occasionally or up to 10 to 15 pounds of force frequently

**Vision:** (Which may be corrected) to read small print; view a computer screen for prolonged periods.

**Hearing:** (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.

**Speech:** To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.

**Upper Body Mobility:** Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Environmental Conditions:** Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

**Minimum Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Persons new, rehired or transferred to the job classification may be subject to a physical demand testing requirement to confirm they are capable of the required physical demands of this position.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scout of America Equal Access Act.

***This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.***