
**REDDING SCHOOL DISTRICT
JOB DESCRIPTION**

PROJECT TECHNICIAN

DEFINITION OF POSITION

Under the direction of the site principal and/or teacher, works independently in performing varied tasks to assist in clerical and data driven operation of the programs where assigned. This position is part of the classified bargaining unit.

EXAMPLES OF DUTIES – (Specific duties shall be in accordance with the rules and regulations of the funding source).

1. Takes attendance;
2. Assists resource teacher in developing schedules;
3. Prepares instructional materials;
4. Collect and maintains data;
5. Duplicates material;
6. Administers tests;
7. Handles inventories;
8. Orders, maintains, utilizes and distributes instructional materials and equipment;
9. Completes and maintains school site categorical records and registers;
10. Operates audio-visual equipment;
11. Works independently with small groups of students with special materials and techniques;
12. Assists with the supervision of students in assigned areas;
13. Performs other related duties as assigned which are reasonably related to the above.

QUALIFICATIONS

1. Must be a mature, friendly adult who is sensitive to the needs of children;
2. Able to organize tasks;
3. Ability to understand and carry out oral and written instructions;
4. Ability to take suggestions in a positive manner;
5. Must have knowledge of correct English usage (spelling, grammar, punctuation);
6. Knowledge of filing, indexing, cross-referencing and modern office methods;
7. Ability to type 40 net wpm;
8. Ability to perform basic clerical work with speed and accuracy;
9. Ability to learn categorical program rules, methods, routines and processes;
10. Ability to operate various office equipment;
11. Ability to prepare and maintain accurate and complete records;
12. Ability to establish and maintain harmonious relationships with other school personnel, students and parents.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

1. Persons performing service in this position will exert 20 to 30 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
2. This type of work involves sitting, walking or standing for extended periods.
3. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of this job.

EXPERIENCE

Experience in working with children preferred. As least one year of clerical experience with previous employment in schools preferable.

EDUCATION

1. Graduation from high school;
2. Completion of college level courses or in-service training appropriate to position is desirable.

REQUIRED LICENSES/CERTIFICATES

AA degree, or 48 college units, or Paraprofessional Certificate.

PROJECT TECHNICIAN

Salary Range E

BOARD APPROVED: March 20, 2012