



Date Job Description created or updated: 5/12/2026

Stipend Name: Summer Tech/IT Help

Stipend Amount: \$20.00/hr

Supervisor: Technology Director

Estimated time commitment: 160 hours between the dates of June 22 and August 7. (estimated hours per week are 30-40). Schedule to be determined in collaboration with Technology Director.

Detailed description of duties/responsibilities:

- Clean, organize, label and inventory student technology equipment.
- Clean, organize, label and inventory staff technology equipment.
- Assist in summer technology projects (i.e. phone system replacement, camera system setup, etc.).
- Basic classroom technology connection setup.
- Light technology repair.

Special qualifications, if any:

- Ability to lift/move boxes and equipment up to 25 pounds.
- Knowledge of Google Chrome OS and basic management.
- Must be eligible to work in the US; if a student under 18, must complete W-9 paperwork

Description of expected outcomes or “producables” of this stipend job:

- This position is intended to help within the technology department to ensure all systems and equipment are ready for the start of the school year.

To Apply:

Write a letter of interest with descriptions of how you meet the job responsibilities and qualifications. Submit to Technology Director Andy Hall at ahall@lakecountyschools.net . Letters accepted through 5/21/26/