# Technology Assistant Program

Over the last several years, there have been a number of talented Bath County High School students with exceptional knowledge of computer applications that have assisted other students and staff members with technology projects and problems.  Sometimes just another set of hands to help complete a project is all that is necessary; often the students have advanced knowledge that exceeds that of many local staff members.  The Technology Assistant Program has been established to provide a more formal arrangement that would be mutually advantageous to these students and the school division.  Technology Assistants are hired as independent contractors—they are NOT employees of Bath County Schools—and are responsible for all state and federal tax liabilities as with other self-employed workers.

The Application Process:

➢ BCHS sophomores, juniors and seniors with advanced technology skills/interest are encouraged to apply to the Technology Assistant Program for part-time contracted services work for the school division.  Application materials are available online.  Applications will not be considered until all application materials are received by the division technology director:

   o Application Form

   o Three References (BCHS teacher, BCHS Principal, someone of your choice)

   o Copy of signed Code of Student Conduct form

   o Copy of signed Acceptable Computer Use Agreement

➢ Applicants must successfully complete a technology skills test administered by school technology staff.  It is the applicant's responsibility to request a test session with school technology staff.

➢ After receipt of application, references and documentation of technology skills, the technology director and BCHS technology staff will interview applicants.  At any given time, a pool of up to four Technology Assistants will be identified.

➢ Approved Technology Assistants and their parents must sign the Technology Assistant Agreement and complete all payment forms before any work assignments are made.

➢ As the need arises, a school technology staff member, principal or the technology director will select one or more Technology Assistants from the approved list.  A Technology Assistant Work Order must then be completed, detailing the nature of the task, the location of the assignment, and an estimation of the amount of time required to complete the task.

➢ The individual completing the Work Order is responsible for any necessary supervision of the student Technology Assistant.

➢ The Technology Assistant will log in to the online work order system when work begins, and will log out as breaks/lunch occur.

➢ Technology Assistants will be paid $10.00 per hour for pre-approved and verified work.  Logs will be reviewed each month, with payment typically the Friday after the regular school board meeting.