

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Identification Photographer

Supervisor: Building Administrator

FLSA Status: Non-Exempt

Employee Group: Differential

Qualifications:

1. High School Diploma or Equivalent
2. Ability to work effectively with students and staff
3. Knowledge of basic computer skills

Terms of Employment:

- Year to Year Contract
- Differential

Duties and Responsibilities:

1. Operate a computer with the identification program, and badge printer.
2. Take students pictures for their school identification photo.
3. Download the student's images and their identification numbers into the district/school's networking system.
4. Record student information on a computer file and file replacement/new student identification form.
5. Maintain monthly and yearly statistic on identification cards made and report the results to the building administration.
6. Share the student's information with the IT representative in the building.
7. Maintain inventory supplies and order supplies as needed.
8. Keep current with best practices and requirements as they relate to your job assignment.
9. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
10. Represent the Harlem Consolidated School District in a professional manner.
11. Utilize an appropriate range of instructional strategies and curriculum resources encompassing all forms of diversity while promoting equity and inclusion.