

ASHTABULA AREA CITY SCHOOLS

JOB DESCRIPTION

POSITION TITLE: Technology Rep

DEPARTMENT: Technology Department

SUMMARY OF POSITION:

Assume leadership role concerning technology in respective building(s). Serve as liaison between building administration, staff and Technology Department.

PERFORMANCE RESPONSIBILITIES:

- 1) Troubleshooting and solving user questions and problems related to technology issues as a prerequisite to a helpdesk ticket being submitted on the AACCS Helpdesk database; i.e., first line of tech support.
- 2) Assume responsibility for the following:
 - Managing the building's website, (including but not limited to: maintaining the building site, aligning Google calendars, training teachers who want to post and relaying information to the Webmaster for the district page).
 - Facilitate use of digital communications platform(s) as needed
 - Help manage data collection programming (Illuminate, Go Math, Sys 44, etc.)
 - Chromebook/Box management, collection and distribution of equipment as well as file management.
 - Responsible for maintaining district software. Including, but not limited to adding student information.
 - Manage print solution supplies such as ink and toner
 - Troubleshoot, fix (when applicable) and report on building copiers and printers.
 - Complete all District technology inventory and punch-out forms annually
- 3) Serve as building representative to District Technology Team.
- 4) Meet other technology needs as defined by the District Technology Coordinator.

WORKING CONDITIONS:

Tasks and meetings may occur and need attention beyond the bargaining members contracted day.

This position will interact regularly with staff and must have excellent interpersonal skills. The ability to apply common sense understanding and carrying out of instructions and plans is

required. On a regular basis must use independent judgment to determine actions to be taken, priorities, emergencies, etc.

Minimal exposure to dirt, odors, heights, cleaning chemicals, variable temperatures and weather conditions. Requires moderate physical effort to include climbing stairs, lifting and moving up to 40 pounds (i.e. file boxes, supplies, paper) stooping, bending, standing and walking.

This description is intended to illustrate the level of work difficulty and kinds of job duties that may be assigned to individuals in this position and should not be interpreted to describe all the duties that may be required. The use of a particular expression or illustration to describe duties does not exclude the assignment of other job duties not mentioned that are of similar kind or level of difficulty. The described job duties do not constitute a written or implied contract of employment.

SALARY AND STATUS:

This position will be compensated in accordance with the Master Agreement between the Ashtabula Area Teachers' Association and Ashtabula Area City Schools.

THIS POSITION REPORTS TO:

District Technology Team

THIS POSITION SUPERVISES:

None