

SECTION 310-B TECHNOLOGY SECRETARY**Job Description****QUALIFICATIONS:**

1. High school diploma. (additional related training desirable but not required)
2. Previous experience and general knowledge of office procedures, computer operations, and technology equipment.
3. Ability to keep accurate records and provide reports to Director of Technology as needed.
4. Computer keyboarding and clerical skills.
5. Ability to operate equipment such as computer, typewriter, copier, TV, VCR, DVD, video camera, laminator, and fax machine.
6. Strong personal attributes in human relations, oral and written communications.
7. Ability to assume responsibility, display initiative, and exercise good judgment.
8. Previous experience and knowledge of both Macintosh and IBM-compatible computers.
9. Ability to properly handle confidential matters and emergency situations.
10. Ability to work in a positive manner with students, staff, and the community.
11. Previous experience and knowledge of the computer programs: Microsoft Power Point, Microsoft Word, and Microsoft Excel.
12. Ability to use a multi-line telephone and assist callers in a polite and courteous manner.

REPORTS TO: Director of Technology

GENERAL RESPONSIBILITIES:

Assist in providing a well-organized, smooth functioning District Technology Office where teachers, students, and staff can take full advantage of available resources. Properly handle confidential matters relating to students, student records, parents, staff, administration, and any other school-related issues.

SECTION 310-B TECHNOLOGY SECRETARY**Job Description****ESSENTIAL FUNCTIONS:**

1. Maintain department budget.
2. Coordinate and schedule the use of materials and equipment.
3. Responsible for typing, filing, duplicating materials and record keeping.
4. Run computer system with efficiency.
5. Order and maintain district wide color paper supply.
6. Process new materials as per the direction established by the Director of Technology.
7. Complete laminating.
8. Answer phone extension and route incoming calls appropriately.
9. Maintain supplies for district technology office.
10. Keep inventory up to date for all AV and computer equipment in district.
11. Assist with troubleshooting minor computer, printer, and software problems. Report all problems to technical support.
12. Maintain media collection as directed.
13. Assist with supervision of technology student assistants.
14. Coordinate Educational Access Channel 10.
 - a. Post monthly on-air announcements.
 - b. Schedule on-air tapings.
15. Maintain video equipment inventory and check outs.
16. Coordinate CESA 5 video ordering, routing, and delivering
17. Order repair parts.
18. Maintain confidentiality and loyalty to employer.
19. Perform other responsibilities as assigned by the Director of Technology or Principal.

WORKING CONDITIONS:

Primarily office and computer lab environments; exposed to noise, technology equipment, and contact with students.

1st Reading – March 12, 2007

2nd Reading – April 9, 2007

Approved – April 9, 2007