

Secretary, Technology Support Specialist, S4/12

JOB DESCRIPTION

POSITION TITLE

S-4 Secretary, Technology Support Specialist

MINIMUM

· Expert user in complete Microsoft Office Professional Suite as well as other relevant software.

QUALIFICATIONS

· Strong background in technology terminology and understanding usage of technology.

· Knowledge of educational technologies in multi-platform operations.

· Knowledge of educational environment and pedagogies.

· Willingness to stay abreast of changing technologies and software

· Firm grasp of adult instructional techniques and ability to instruct technology users

· Strong interpersonal skills, self-starter and strong organizational and office management skills

· Strong technical and office management reading and writing skills

REPORTS TO

Director, Educational Media & Technology

JOB GOAL(S)

Facilitates, maintains and supports the functioning and operation of the Department of Educational Media and Technology including maintenance of databases; development, writing and production of publications and reports as directed by supervisor. Develops and administers technology proficiency testing for office users. Orchestrates office operations including monitoring expenditures, cutting purchase orders, etc.

JOB RESPONSIBILITY AND AUTHORITY

Handles those tasks as delegated by the Director of Educational Media & Technology for the management and operation of the district's Office of Educational Media & Technology.

PRIMARY RESPONSIBILITIES

1. Scheduling, organizing, tracking and distributing materials necessary to the operational flow of data and information from the district's Department of Educational Media & Technology including the departmental calendar of activities and other reports as required.
2. Orchestrating meetings involving the department director and/or other department members within the school district environment and with the community.
3. Scheduling and orchestrating the management of technology training schedules and recordkeeping for the department. Maintaining the outcome/ product accomplishment files, tracking budget expenditures for the classes and managing the training database.
4. Serving as an instructor for software and office operation training classes and at times providing 1:1 assistance to staff.
5. Planning, editing, developing, writing and producing publications and other outreach, information and instructional materials as needed by the department for its training and public information responsibilities.
6. Tracking departmental budgets, preparing purchase orders and handling other financial matters as delegated by the department director including the maintenance of financial spreadsheets, databases and other information. These tasks include working with the libraries, computer labs, television studio and non-public schools through the ETTC on purchasing needs and requirements as well as working with vendors and facilitating departmental staff adherence to purchasing regulations.
7. Working with the department director on community outreach projects including planning and orchestrating special events such as the annual Library Volunteers Recognition Tea (involving about 200 district-wide volunteers) including special service recognitions.
8. Proficient user of a broad range of computer software, office, and technological equipment, which increases the productivity of the department.
9. Develops and administers (software and technology) testing to district clerical applicants.
10. Assists with promotional activities regarding the Department of Educational Media & Technology.

TERMS OF EMPLOYMENT 12 Months

Salary as per SOMEA Agreement