

Job Title:

Department Secretary/Technology Assistant

Description:

This position will provide secretarial and clerical support for the technology and maintenance departments. These duties include but not limited to the following:

- Processing of purchase requisitions
- Processing of insurance claims
- Recordkeeping
- Data collection for reporting purposes
- Help desk phone support
- Various other clerical duties

This position will also provide technology support for the district. These duties include but not limited to the following:

- Create and maintain district user accounts for various web based applications
- Setup technology equipment as needed for videoconferences, webinars and presentations
- Schedule and coordinate videoconference sessions with ESC 7 and classroom teachers
- Provide technology training to teachers on a variety of topics as determined by the Instructional Technology Coordinator.
- Provide instructional technology support to teacher in classrooms and labs.

Required:

Applicants should have experience operating a computer and are proficient in the following programs: Microsoft Windows XP, Word, Excel and various web browsers (*i.e Firefox, Safari, Internet Explorer*). Applicants should be self-motivated to learn additional programs as needed to support district technology goals. In addition, applicants must have strong organizational, communication, and presentation skills and work well in a team environment.

Preferred

It is preferred that applicants have experience operating a computer and are proficient in the following programs: Mac OSX, iLife and iWork and have experience working in a school environment.