

**Roswell Independent School District
Job Description**

Job Title: TEACHER CENTER ADMINISTRATIVE TECHNOLOGY SUPPORT

Reports To: ASSISTANT SUPERINTENDENT FOR INSTRUCTION

General Job Description:

Under general supervision, maintain activities of the teacher's center, including but not limited to providing assistance with the design of effective materials to enhance District reading and math curriculum.

Essential Duties and Responsibilities:

1. Receive telephone calls such as: hours open, questions pertaining to usage of the teacher center.
2. Maintain, repair and install equipment and software.
3. Research prices and sources for equipment and supplies.
4. Supervise and assist RISD staff, schools associated with RISD, booster clubs and character counts members.
5. Design and produce signs and posters as requested.
6. Create new Bulletin Boards monthly to inspire and share new ideas.
7. Prepare and conduct training on use and benefits of facility.
8. Maintain files and records as required.
9. Maintain various reports and contracts:
 - a. Process contracts.
 - b. Request & insure payment.
 - c. Type and ensure proper processing of bids for materials.
 - d. Process and inventory materials, equipment and/or supplies.
10. Inventory, replace and remove old materials, furniture and equipment.
11. Receive and research complaints and refer to the appropriate individual.
12. May be required to pick up materials.
13. May be required to preview materials and assist with in-service functions.
14. May be required to arrange special functions.
15. Knowledge of computer systems, including data bases, and word processing programs.
16. Maintain confidentiality with sensitive matters.
17. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
18. Report to work on time and work no less than 7 hours per day.
19. Work independently with very little supervision.
20. Personal and professional task management through the use of technology.
21. May be required to perform other related functions as assigned by your supervisor.

Qualifications:

1. High School diploma or GED
2. Two years' experience working with computers, software and multi-media technology, experience in a media center preferred.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

TEACHER CENTER ADMINISTRATIVE TECHNOLOGY SUPPORT (CONT'D)

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date