

SECTION I: GENERAL INFORMATION

Classification Title: Office Professional-Technology	Department: Technology	Unit: Office Professionals
Immediate Supervisor: District Technology Coordinator	Grade Placement:	FLSA Status: Non-exempt
<p>Job Summary:</p> <p>Under the direction of the Technology Coordinator, the Technology Office Professional is responsible for the Department with administrative support to include such activities as purchasing technology requests, materials, supplies and equipment; monitoring, verifying and distributing of technology purchases; tracking approved budget expenditures; maintaining, updating and assisting parents in accessing parent/school portal.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Searches, locates, obtains quotes, and purchases technology equipment, materials and supplies for all district departments.
 - Locates, obtains quotes, and determines the best quality items for the best price.
 - Monitors the receipt and receiving of all purchases and products.
 - Follows departmental and District policies and procedures concerning purchasing requirements, procedures and guidelines.
2. Tracks and monitors district technology expenditures and purchases throughout the year. Informs the Coordinator and departments concerning technology budget levels and outstanding amounts.
3. Supports and assists in the management of the Technology Coordinator’s calendar. Makes appointments with vendors and district employees. Informs the Coordinator of upcoming meetings and appointments.
 - Updates and maintains meeting calendars, agendas, employee meetings with main suppliers.
4. Updates, maintains and assist the public with accessing the parent/student portal and its accounts.
5. Coordinates online applications for State testing and student curriculum.
6. Performs other duties of a comparable level or type, as required.
 - Attends departmental staff meetings and training sessions, as required.
 - Provides backup support and assistance in the Print Center, as needed.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level		
<ul style="list-style-type: none"> • Operation of general office equipment and duplicating equipment. • Knowledge of business productivity software/applications relevant to position (e.g. word processing, email, internet browsers, etc.). • Fundamentals of general office procedures and practices of the district, counseling and career center program(s). • Knowledge of office etiquette and customer service procedures and routines. • Knowledge of specialized district software and applications used in the performs of assigned duties (i.e. Infinite Campus, Skyward, etc.). • Knowledge of purchasing procedures, district policies and relevant guidelines. • Fundamentals of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or electronic filing systems. • Basic fundamentals of computer operation and use. 			
Required Work Experience in Addition to Formal Education/Training: Minimum of 1 year related clerical/secretarial experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: None required.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with district employees, parents, children, business and the public. • Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals. • Following and applying routine purchasing processes, operations and procedures in the purchase of technology equipment and supplies requested by district departments. • Using and operating computers, keyboard skills, and applying office productivity software for basic word processing, file maintenance and data entry. • Updating and maintaining district student/parent portals. • Routine troubleshooting of parent portals or other technology issues as appropriate to the position. • Tracking and monitor, technology expenditures and budget information and general recordkeeping activities of the department. 	



	<ul style="list-style-type: none"> Performing duties and tasks that require attention to detail, precision and accuracy in recording, entering, tracking or monitoring student information or district record maintenance activities. Applying proper grammar, usage and writing skills. Ability to learn and apply building office routines, systems and office procedures. Ability to learn and operate district custom applications and district software used in maintaining office records, files, lists, student data, etc.
--	---

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk			X		Up to 25 lbs		X		
Sit				X	Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS	<p>Unusual or hazardous working conditions related to performance of duties: Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.</p>
-------------------------------------	---



SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

<p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p>	
<p>_____</p> <p>Department Head's Signature</p>	<p>_____</p> <p>Date</p>
<p>Classification History: Created classification description 6/2016 BCC</p>	