

**LAKE SHORE PUBLIC SCHOOLS
St. Clair Shores, Mi 48081**

TO: ALL INTERESTED PARTIES
FROM: DR. JOSEPH DIPONIO, SUPERINTENDENT
SUBJECT: 2017/18 ELEMENTARY MEDIA TECHNOLOGY ASSISTANT

The following non unit position is available for the 2017/18 school year.

POSITION: One (1) Elementary Media Technology Assistant

LOCATION: Violet Elementary

WORK SCHEDULE: Approximately 47 weeks, non-unit at will employee
Schedule to be determined by Director of Technology

SALARY SCHEDULE: ASCS4 COMPENSATION SCHEDULE
Hourly Rate (\$13.00-\$13.13) Step 1-2, commensurate with experience

Summary

This is an exempt at-will position responsible for elementary media and district technology. The Elementary Media Technology Assistant will assist and manage staff and students in all aspects of media center and district technology. Reports to the Director of Technology.

Qualifications Technology and Media

- Must have a High School Diploma, Associate Degree desired, relevant work experience will be considered in lieu of degree, experience in educational environment preferred
- Willingness to renew/add certification and skills in order to support staff and students
- Familiar with Windows 10, Apple Configurator, iOS devices/apps, Chromebooks, Google Apps for Education
- Experience in support of building technology i.e., document cameras, computers, iPads, Chromebooks, laptops, etc.
- Identify, research and try to resolve technology-related problems before forwarding to next level support
- Experience with installation, repair, and maintenance of computer software, hardware and peripherals, as directed by the Technology Department
- Ability to lift/carry 40lbs, and service ceiling mounted devices
- Ability to train and support staff and students in the use of educational and district technologies
- Experience with media center management software, Destiny Library Manager, preferred
- Commitment to maintain a high level of customer service, interpersonal skills and confidentiality
- Ability to work effectively with staff and students at various skill levels
- Effective communication, problem solving, multi-task, organizational skills
- Self-directed, self-motivated, pro-active and ability to work with interruptions

Responsibilities-Technology and Media (include but not limited to)

- Assist, manage, support district technology and media center for staff and students
- Maintain an inventory listing of all technology and media in the building
- Must be current on technology tools in K12 education, provide training/documentation as needed
- Clean computers, monitors, keyboards, projectors, etc. and maintain building copiers/printers
- Assist staff with quoting and ordering of technology related supplies
- Prepare/ test technology equipment needed for building presentations (Board Meetings, concerts, assemblies, etc.)

Responsibilities-Technology and Media (include but not limited to)- Continued

- Facilitate, manage, assist classroom, individuals and/or small groups using the media center
- Responsible for the efficient operation of the Media Center to include: book checkout, shelving, sorting, inventory (year-end), run reports as needed, book repair, book/ magazine and new media materials processing. Organize, setup and manage building book fair(s).
- Assist with building daily announcements and broadcast and support Distance Learning events
- All other duties assigned by Director of Technology, elementary Media Center coordinator and/or Building Principal

Any questions regarding position, contact Fran Hubert, Director of Technology at 586-285-8485.

Only qualified candidates will be considered.

APPLICATION PROCEDURE

Internal Candidates

- Please complete a Change of Status Form
- Submit form to the Department of Human Resources
- Completion of the Change of Status Form does not constitute the approval of the assignment

External Candidates

- Job opportunities are posted on the district's website at www.lakeshoreschools.org
- For consideration all potential candidates must submit application through the online system

It is the policy of Lake Shore Public Schools that no person shall, on the basis of race, creed, color, national origin, gender, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or in any of its programs or activities.

I agree that failure to reveal any prior employer, or giving of any false or misleading information will be grounds for termination of employment. I understand that his employment application and any other company documents do not constitute a contract of employment and that if hired, I or the School may terminate my employment at any time and for any reason.

APPLICATION DEADLINE: Thursday, March 30, 2018

03.06.18