

TECH CENTER SECRETARY

CLASSIFICATION: Union Bargaining Position

IMMEDIATE SUPERVISOR: Tech Center Supervisor

JOB GOAL: To manage clerical services for the district's Technology Center

QUALIFICATIONS: Must demonstrate technical skills/abilities and aptitude for utilization of varied computer software and hardware including but not limited to: E-mail, internet, MS Office, Publisher.

REQUIRED PERFORMANCE RESPONSIBILITIES:

- Assist with the preparing of training materials, communications, and other documents sent out by the Tech Center.
- Coordinate the Young Authors' Program
- Assist with the Odyssey of the Mind materials
- Assist with the needs of the Professional Development School
- Assist in creating student and teacher accounts for Learning Village
- Manage the archiving of LC2000 materials
- Manage the parent and district calendar of events
- Coordinate school calendar events and submit items to PCHS Channel 9
- Assist with budget reports and purchase orders related to the Tech Center
- Purchasing and inventory of office supplies
- Manage registration and enrollment of Tech Academy, Visitor Days, and other training sessions.

240 DAY Salaried contract

Salary/compensation package commensurate with other district bargaining 240 day contracts.

11/26/02

Tech Center SecretaryTECH CENTER SECRETARY1