

JOB DESCRIPTION

MATTOON COMMUNITY UNIT SCHOOL DISTRICT

NUMBER TWO

1701 Charleston Avenue

Mattoon, IL 61938

TITLE:

Technology Executive Secretary

JOB CLASSIFICATION

Confidential employee

JOB GOAL:

To meet or exceed all elements of the job description described herein.

REPORTS TO:

Director of Innovation and Technology

SUPERVISORY RESPONSIBILITIES:

None

ESSENTIAL QUALIFICATIONS:

The Technology Executive Secretary shall:

1. Be able to read, write, and speak effectively to students, parents, co-workers, and supervisors, and also students and others from diverse cultural backgrounds and those with varying degrees of abilities including those with disabilities.
2. Be able to make involved and varied mathematical computations rapidly and accurately involving addition, subtraction, multiplication, and division in all units of measure, using whole numbers, common fractions, and decimals. This employee must be able to calculate figures and amounts such as rates, ratios, and percents and be able to draw and interpret graphs.
3. Be able to use reasoning ability to skillfully manage human, physical, and financial resources; solve practical problems; and carry out detailed written or oral instructions.
4. Be able to relate, understand, and communicate with others in a way that contributes to harmonious relationships and mission accomplishment.

5. Be emotionally, mentally and physically capable of performing the essential functions of the job.
6. Be dependable, honest, and trustworthy; has never been convicted of a felony or other crime involving dishonesty, alcohol, drugs, or sexual misconduct. This employee must be committed to the service of others and always act in students' and the district's best interest. This person is a confidential employee and must be able to safeguard sensitive information.

ESSENTIAL JOB FUNCTIONS:

To perform this job successfully, an individual must satisfactorily perform each of the essential job requirements listed below. Reasonable accommodations may be made to enable a qualified individual with a disability to perform his or her job functions. A qualified individual is a person who, with or without reasonable accommodations of his or her disability, meets the essential qualifications and can perform the essential job functions of his or her position of employment.

The Technology Executive Secretary shall:

- 1.a. Be able to read, understand, and apply written material such as short correspondence and memos; district policies, rules, regulations, and procedures; safety rules; work rules; operating and maintenance instructions; and instructional materials.
- 1.b. Be able to talk, listen, and understand conversations and effectively speak before groups of students, parents, or employees of the district.
- 1.c. Be able to effectively present information in writing such as routine reports and correspondence, notes to parents, teachers, and students, etc.
- 2.a. Make reasonable and prudent decisions regarding the safety and welfare of themselves and others, especially students. All accidents and injuries must be reported immediately to the principal.
- 2.b. Make reasonable and prudent judgments in regard to reporting child abuse to DCFS.
- 2.c. Anticipate problems and apply knowledge in predictable and unpredictable situations. This person must have specific techniques and systematic approaches to arrive at logical, sound, and objective decisions while at the same time remaining open toward alternatives and adjustments as implementation occurs.
- 3.a. Demonstrate warmth, patience, and understanding with students and others including those with severe social, emotional, physical, or behavioral disabilities.
- 3.b. Be flexible and able to tolerate frequent interruptions and changing circumstances in an active work environment. This person occasionally may be required to meet multiple demands from several people.
- 3.c. Demonstrate the ability to view the good in any situation and as a result be able to

take the tension out of predicaments through optimism and humor. This person must exhibit a positive attitude toward rules and regulations and demonstrate good humor and a reasonable sense of control over situations that helps convey the attitude that work can be fun and rewarding.

- 3.d. Work in a courteous, cooperative, and professional manner with other employees, students, and the public. This person must demonstrate high listening skills and empathize with another person's or group's perspective. Ultimately, this person must move forward in a tactful and considerate manner in which all parties are assured that their perspective has been understood and considered.
- 3.e. Be clean and well groomed and wear clothing appropriate to the position.
- 4.a. Be poised and effective in emotionally charged situations.
- 4.b. Make rational and logical decisions in stressful situations.
- 4.c. Use eyes, hearing and other senses to instantly size-up situations in regard to student safety, observe student performance, etc. This person must be able to visually monitor activities at a distance.
- 4.d. Be able to hear and understand conversations in quiet as well as noisy environments and be able to tell where a sound is coming from. This person must be able to communicate to others in order to give directions.
- 4.e. Participates in physical activities associated with the position. This person may be required to work inside and outside.
- 4.f. Be able occasionally to lift 25 lbs. and frequently lift and/or carry objects weighing up to 15 lbs. such as instructional materials. This employee occasionally may be required to push, pull, drag, or otherwise move more than 25 lbs. such as tables, chairs, computer equipment, etc.
- 4.g. Be able to reach above the head and forward with hands and arms and fingers to handle or feel objects such as instructional manuals, tools, diagnostic equipment or controls, computers, computer peripherals, etc.
- 4.h. Be able to stand and walk for long periods of time; squat, stoop, kneel, and sit; and bend or twist at the trunk while performing the duties of this job.
- 4.i. Be free from any serious infectious or communicable disease that is likely to be transmitted to children or others in the course of employment.
- 4.j. Engage in the following tasks in an appropriate manner:
 - ◇ Work with vendors in ordering equipment specified by Director of Innovation and Technology
 - ◇ Track technology purchases for inventory purposes.
 - ◇ Track technology budget expenditures.
 - ◇ Perform secretarial duties including:
 - ◇ Answer phone
 - ◇ Type memos
 - ◇ Schedule appointments
 - ◇ File important paperwork.
 - ◇ Provide helpdesk support to end-users.
 - ◇ Maintain user accounts as directed by the Director of Innovation and Technology
 - ◇ Schedule meetings and training in coordination with attendees.
 - ◇ Track software licensing agreements.

- ◇ Coordinate with email provider for user accounts and logins.
- ◇ Coordinate telephone/voicemail maintenance.
- ◇ Maintain current technical expertise in the rapidly change technology of microcomputers and utilize state of the art techniques when implementing office automation solutions. This person must be familiar with both Macintosh and Windows platforms.
- ◇ Maintain software and hardware registration and inventory to provide upgrades as necessary and ensure appropriate security levels are maintained.
- ◇ Support and service district web site.
- ◇ Install, configure, maintain, analyze and troubleshoot hardware including XP /Windows 7 & Windows 8 desktops, Google ,laptops, printers, print servers, etc.
- ◇ Load, upgrade and maintain software applications on district-wide computers.
- ◇ Provide support and perform routine maintenance on district-wide hardware including (but not limited to) building computers and AV equipment.
- ◇ Respond to building technology problems quickly and efficiently.
- ◇ Organize, deliver, set up and assist (as needed) with portable technology equipment.
- ◇ Maintain accurate hardware inventory records for the building.
- ◇ Participate in training classes as requested by Director of Innovation and Technology
- ◇ Assist in operation of labs at the direction of the Director of Innovation and Technology
- ◇ Patiently articulate complex technological concepts to school staff.
- ◇ Promote the Technology Department in a positive, enthusiastic way throughout the school.
- ◇ Perform other duties as assigned or requested by the Director of Innovation and Technology
- ◇ Serve as a resource and liaison for District Computer Network Director and building computer coordinators.

5.a. Safeguard sensitive student, personnel, and labor relations information. This person is a confidential employee who, in the course of his or her duties, assists and acts in a confidential capacity to persons who formulate, determine and effectuate management policy with regard to labor relations and who, in the course of his or her duties, has access to information relating to the effectuation or review of the employer's collective bargaining policies. In order to safeguard sensitive information, this person must:

- ◇ Respect confidential information. This person has direct access to district computers and file servers, files, and backups that include:
 1. Confidential student records information protected by the Student Records Act such as student attendance, discipline, and grade information;
 2. Confidential personnel information such as pay history including wage deductions, insurance claims, Social Security information, work histories,

- and performance evaluations; and,
- 3. Confidential information with respect to labor relations such as employee grievances and discipline, sensitive negotiation information including proposals and financial parameters that were not disclosed during the course of bargaining, and plans to reduce staff, contract services, and the elimination of programs or services.
- 6.b Be regular and punctual in job attendance.
- 6.c. Perform other job-related duties as assigned by the Superintendent and or Director of Innovation and Technology

ADDITIONAL DUTIES:

In addition to the essential job functions as listed above, this employee shall perform such additional duties as requested by the supervisor or administrator including but not limited to the following:

- ◇ Assist in an emergency with whatever tasks are necessary to ensure the safety and welfare of students; to safeguard and protect facilities, equipment, and materials; or to help prevent a disruption in educational services.
- ◇ Work with personnel in Board of Education Offices on first level troubleshooting tasks or in needed capacity.