

Middletown, CT Job Description

Classification Title	Technology & Special Projects Technician
Job Code	
Department	Board of Education
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to provide basic technical support to Central Office staff, perform complex and confidential administrative and secretarial functions in support of Central Office and the Middletown Board of Education.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Develop and maintain the websites for the Middletown Board of Education. To perform administrative management of the website, including user, banner, and module management as well as structural/visual upgrades as necessary. Provides technical support, assistance and information regarding website, computer and software applications, merges, spreadsheets, databases, printers and internet searches.
- Manage the advanced/integrated online calendars as well as posting the district calendar information (PDF Format). Adds users to Active Directory and the school website. Posts new information on line. Sets up laptop/LCD projector combination for presentations by Central Office and technology department.
- Assist prepare and track eRate/Universal Service Fund applications and contracts. Coordinates with departments to maintain sections of district website. Maintains directory of staff members. Manages accounts of users throughout district. Performs structural and visual upgrades. Manages online system for requests for conference rooms.
- Support the Data Manager with student data relevant to state reports as may updated from time to time. Modify district databases based on state requirements. Reconciles district enrollment with the state PSIS system. Reviews and corrects data entry for student demographic data. Provides data and enrollment information to District Departments.
- Support a core group of staff with accessing and using technology. Provides support and guidance to schools in the proper maintenance of student records.

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- ~~Assist with the preparation of the Educational Technology Budget. Researches and reviews policies. Prepares list of policies to be evaluated for present school year. Attends Policy Committee meeting and prepares minutes. Updates and maintains Master Policy manual.~~
- ~~Assist with the preparation and format of the District budget for the Superintendent of Schools. Creates database for Middletown High School Goes to the Symphony program. Sends donation request letters and thank you letters. Collects and records individual donations. Sends money to Business Office. Creates seating arrangements.~~
- ~~To assist the Central Office with copying, organizing and communicating. May provide secretarial services to assigned boards or commissions. Responsible for all clerical tasks related to MHS Goes to the Hartford Symphony.~~
- ~~Support the Student Data Manager with projects/tasks such as the ED166 discipline reporting database, the online student data portal, Rediker, GradeQuick, online elementary report cards, Blue Ribbon and other various tasks. Support data manager with MS Excel and MS Access queries and reports.~~
- ~~Formats and edit/proof educational technology documentation, including district technology plan, teacher's technology toolkit, statistical reports, and other publications.~~
- ~~Sets up laptop/LCD projector combination for presentations by Central Office and technology department or others as requested.~~
- ~~Assists in the preparation of reports and data analysis — Annual Report, Suspension Report and publication of district public relations information.~~
- ~~To assist Board of Education with all tasks concerning policies, regulations, bylaws and forms including updating of Student Handbooks.~~
- ~~Observes strict confidentiality in maintaining restricted records and files.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

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Associates Degree or equivalent and at least three years of experience in an office using office applications. ~~with vocational/technical training in Secretarial Science or a related field with three years of related secretarial/administrative experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

PREFERRED QUALIFICATIONS

Bachelor's degree and at least five years of experience using office applications and helping support other users.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform ~~mid-level~~mid-level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- ~~Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, technical operating manuals, mail, purchase orders, lists, documents, directories, ordinances, statutes, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with Supervisor and all department personnel, other City departments, vendors and the public.~~Knowledge of legal terminology
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~Must possess technical skills
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations

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- Ability to Ddevelop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

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PHYSICAL REQUIREMENTS

- ~~• Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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