

PLEASE POST

PLEASE POST

Youngstown City School District
Youngstown, Ohio
Human Resources Department

TO: Youngstown City School Teachers
SUBJECT: Building Technology Liaison (Sysop)

If any teacher is interested in the following vacancies, please let the Department of Human Resources know, in writing, before close of business, August 28, 2017.

Positions Available:

1 – Sysop	Bunn
1 – Sysop	Choffin
1 – Sysop	Chaney
1 – Sysop	Volney
3 – Sysops	East
1 – Sysop	McGuffey
2 – Sysops	Wilson
1 – Sysop	Rayen Early College
1 – Sysop	Kirkmere
1 – Sysop	Taft
1 – Sysop	Williamson
1 – Sysop	Youngstown Early College

Building Technology Liaison (Sysop) Job Description

Overall, work with the Information Technology Department, your building staff, and other district personnel to facilitate communications and to keep technology running smoothly in your building.

New Building Technology Liaisons should have experience using and supporting district computers, such as proficiency in the use of computer applications (Microsoft Office, email programs, Internet browsers, educational software, etc.), printing, troubleshooting, routine maintenance, network management, and technology-related inservice. Former Building Technology Liaisons will be considered for an open position first (based upon their technical skills).

Administrative Duties:

- Email – check at least once a day, use to communicate with Educational Technology Department, etc.
- Attend meetings
- Attend conferences, if possible
- Be liaison with Educational Technology Department and building staff (communicate from staff and to staff)
- Assist with repair forms – use online forms
- Maintain work order log
- Hardware/software inventory
- Turn in supply forms

PLEASE POST

PLEASE POST

Youngstown City School District
Youngstown, Ohio
Human Resources Department

Professional Development Duties:

- Accomplish technology competencies
- Encourage others to participate in technology competencies and inservice opportunities
- Attend inservice opportunities
- Provide and/or assist with inservice opportunities
- Assist in curriculum integration
- Participate in new technology projects being offered

Technical Duties:

- First point of contact for technology-related problems
- Troubleshoot
- Follow up
- Load software as needed or requested
- Load patches or upgrades as needed or requested
- Maintain system back up as needed
- Beginning of year maintenance
- End of year maintenance
- Keep system passwords confidential – inform Educational Technology Department of system password changes

The duties and responsibilities of the Building Technology Liaisons (Sysop's) shall include any combination of those duties outlined above and any other duties as assigned by the Educational Technology Department.

Salary

3% of Starting Teacher Salary of 32,996, or \$989.88 per year.

PLEASE NOTE: Once you have requested a letter of interest and wish to withdraw your name from consideration, you must do so before the closing date of the bid on 8/28/17. Rescinding a voluntary transfer after the closing date will not be permitted.