

AGENDA



**Revere Local School District
Revere Board Meetings
March Work Session
Tuesday, March 12, 2024, 5:30 pm - 8:30 pm
Revere Administration Building**

I. CALL TO ORDER

II. ROLL CALL

**Kasha Brackett
Hayden Hajdu
Keith Malick
Natalie Rainey
Courtney Stein**

III. PRESENTATIONS

None at this time.

IV. BOARD OF EDUCATION'S AGENDA

a. Standing Authorization(s) / Law Firm

It is recommended that the Board of Education authorize the Superintendent or Treasurer to utilize the following law firm as needed:

Gingo & Bair Law
Summit One
4700 Rockside Road
Suite 400
Independence, Ohio 44131

b. Job Description Revision / Computer Technician (Repair & Support)

It is recommended that the Board of Education approve the suggested revisions as detailed in **Attachment B-1**

V. TREASURER'S AGENDA - Mr. Richard Berdine

No items at this time.

VI. SUPERINTENDENT'S AGENDA - Michael L. Tefs, Ed.D.

No items at this time.

VII. INFORMATION/DISCUSSION ITEMS

- Review Agenda for the **March 19, 2024** Regular Meeting

VIII. EXECUTIVE SESSION

Conference with the Board's attorney.

IX. ADJOURNMENT

NEW DOCUMENT

Title: **COMPUTER TECHNICIAN (REPAIR & SUPPORT)** File 502

Reports to: ~~Assigned administrator/supervisor~~ Director of Technology

Job Objective: Maintains technology equipment and provides technology support for staff and students.

Minimum ~~· Associate degree or equivalent training/work experience in a computer-related technology field that meets-aligns~~

Qualifications: ~~district requirements with the responsibilities of the position.~~

~~Understands technology applications in an academic environment.~~

- ~~· Ability to communicate technical information and work with a wide range of skill levels.~~
- ~~· Ability to troubleshoot and support technology applications for school applications in a school environment.~~
- ~~· Additional vendor certifications may be required as deemed essential at the time of hire.~~
- ~~· Displays flexibility, reliability, independence, self-discipline, and a willingness to take on challenging tasks.~~
- ~~· Embodies high ethical standards/integrity.~~
- ~~· Accepts responsibility for personal decisions/ and conduct.~~
- ~~· Documents/maintains a record free of criminal violations that prohibit public school employment.~~

Essential ~~· Install and maintain technology resources, including hardware, software, and applications.~~ **4. Uses technical and manual skill to install and maintain technology resources**

Functions: ~~(i.e., software and applications):~~

Provide prompt

~~and effective technical support for students and staff.~~

~~Promotes the proper use/care of technology resources. Responds promptly to requests for help with software and applications. Troubleshoots software and manages updates.~~

~~Troubleshoot software issues and manage updates.~~

- ~~· Provide general network/connectivity support, and work with service providers to escalate and resolve network service issues.~~
- ~~· Facilitate the maintenance and repair of technology hardware.~~
- ~~· Prioritize tasks efficiently and manage multiple responsibilities simultaneously.~~
- ~~· Exhibit innovation and problem solving in developing and implementing technology solutions.~~
- ~~· Communicate clearly and effectively with stakeholders regarding technology issues.~~
- ~~· Advise leadership on the application of emerging technologies to enhance efficiency and further the district's goals.~~
- ~~· Establish and document processes and procedures to maintain consistency and maximize efficiency.~~
- ~~· Maintain accurate inventory records.~~
- ~~· Collaborate within the department to implement initiatives aligned with organizational goals.~~
- ~~· Adapt to changing technology resources, needs, and goals.~~
- ~~· Take precautions to protect student and staff physical and cyber safety.~~
- ~~· Ensure compliance with information security policies and best practices to protect users and data.~~
- ~~· Maintain security and confidentiality of sensitive data and privileged information.~~
- ~~· Stay current with professional standards and new technologies.~~
- ~~· Pursue opportunities to enhance personal and professional skills.~~
- ~~· Exemplify professionalism and contribute to a positive working environment.~~
- ~~· Perform other specific job-related duties as directed by supervisors.~~

~~· Upholds user policies/privileges. Disables accounts/associated files as needed to ensure security.~~

~~· Provides technical support to help students/staff use software programs, printers and other peripherals effectively. Maintains information sheets, user guides and reference manuals.~~

~~· Provides application specific support (e.g., databases, file retrieval/recovery, mailing lists, password modifications, spreadsheets, system backup procedures, word processing, etc.).~~

~~· Helps resolve problems associated with administrative services, distance learning activities, internet access, IP communication equipment, security systems, etc.~~

~~· Helps develop and maintain the district's website.~~

- Works with supervisors to help staff improve proficiency with technology resources.
- Helps administrators identify potential cost savings associated with emerging technology.
- Picks up and delivers equipment/supplies as directed.
- Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
- Inspects, tests, and installs new software. Prepares support documentation (e.g., date installed, location, upgrades, etc.). Monitors licensing agreement compliance.
- Protects district property. Implements procedures to prevent the loss of supplies/equipment.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's reputation.

- Complies with the Employee Code of Excellence.
- Contributes to an effective working environment. Performs all aspects of the job.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes and administrative directives when dealing with discrimination, inappropriate behavior and suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, ancestry, color, disability, military status, national origin, race, religion, sex and any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

This job description is not intended to create a contract or alter the terms of board authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates and work schedules vary by position. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program or service revisions, regulatory requirements, technological innovations and unforeseen events.

CLEAN VERSION

REVERE LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **COMPUTER TECHNICIAN (REPAIR & SUPPORT)** **File 502**

Reports to: Director of Technology

Job Objective: Maintains technology equipment and provides technology support for staff and students.

- Minimum Qualifications:**
- Associate degree or equivalent training/work experience in a technology field that aligns with the responsibilities of the position.
 - Ability to communicate technical information and work with a wide range of skill levels.
 - Ability to troubleshoot and support technology applications in a school environment.
 - Additional certifications may be required as deemed essential at the time of hire.
 - Displays flexibility, reliability, independence, self-discipline, and a willingness to take on challenging tasks.
 - Embodies high ethical standards/integrity.
 - Accepts responsibility for personal decisions and conduct.
 - Maintains a record free of criminal violations that prohibit public school employment.

- Essential Functions:**
- Install and maintain technology resources, including hardware, software, and applications.
 - Provide prompt and effective technical support for students and staff.
 - Troubleshoot software issues and manage updates.
 - Provide general network/connectivity support, and work with service providers to escalate and resolve network service issues.
 - Facilitate the maintenance and repair of technology hardware.
 - Prioritize tasks efficiently and manage multiple responsibilities simultaneously.
 - Exhibit innovation and problem solving in developing and implementing technology solutions.
 - Communicate clearly and effectively with stakeholders regarding technology issues.
 - Advise leadership on the application of emerging technologies to enhance efficiency and further the district's goals.
 - Establish and document processes and procedures to maintain consistency and maximize efficiency.
 - Maintain accurate inventory records.
 - Collaborate within the department to implement initiatives aligned with organizational goals.
 - Adapt to changing technology resources, needs, and goals.
 - Take precautions to protect student and staff physical and cyber safety.
 - Ensure compliance with information security policies and best practices to protect users and data.
 - Maintain security and confidentiality of sensitive data and privileged information.
 - Stay current with professional standards and new technologies.
 - Pursue opportunities to enhance personal and professional skills.
 - Exemplify professionalism and contribute to a positive working environment.
 - Perform other specific job-related duties as directed by supervisors.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, ancestry, color, disability, military status, national origin, race, religion, sex and any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

This job description is not intended to create a contract or alter the terms of board authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates and work schedules vary by position. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program or service revisions, regulatory requirements, technological innovations and unforeseen events.