



## JOB DESCRIPTION

**TITLE:** Media and Classroom Technology Support Liaison

**REPORTS TO:** Curriculum & Technology Integration Coordinator

**FLSA STATUS:** Non-Exempt

**SUMMARY:** Under the direction of the LGCA Curriculum & Technology Integration Coordinator, assists LGCA clients in using State and LGCA network INFOHIO software applications, acquiring and manipulating personal computer software relevant to INFOHIO users, and improving client knowledge about and access to all pertinent State, LGCA INFOHIO software electronic resources and work to coordinate resources to state standards.

### **Essential Duties and Responsibilities include the following. Other duties may be assigned.**

1. In coordination with the Media Services Team, directs training for district personnel in the operation of INFOHIO applications. Educates users in the effective operation of personal computer-based technologies, and supports new applications and technologies for INFOHIO clients.
2. Provides help-desk support and tracking for the INFOHIO services applications and procedures.
3. In coordination with the Media Services Team, manages databases, scripts, programs, files, and procedures on behalf of the LGCA Media/INFOHIO clients.
4. In coordination with the Media Services Team, develops new procedures, scripts, or applications to supplement the LGCA INFOHIO services applications and integration with Infinite Campus.
5. Tests new software and notifies district personnel of any procedural or operating changes required to properly implement the software. Works with users to develop forms, procedures, and the establishment of appropriate implementation timetables. Develops INFOHIO user training guides, software templates and procedures.
6. Attends meetings of the Media User Groups and other pertinent LGCA meetings. Prepares information for group presentations and discussion.
7. Investigates user complaints and trouble-shoots user problems. Maintains communication and a working relationship with the INFOHIO State Support Team.
8. Maintains the protection and security of data under the management of the LGCA.
9. Maintains a working knowledge of current regulations and requirements for the operation of a school district INFOHIO office as prescribed by the Auditor of State's office, the State Department of Education, and the Ohio Revised Code.
10. Work with customers to train and assist in aligning state standards and electronic resources to improve student achievement.
11. Secures membership in appropriate state organizations. Participates in regional and state INFOHIO seminars, conferences, and workshops. Serves as a liaison with organizations providing INFOHIO continuing education opportunities related to this position. Maintains compliance with continuing education requirements as prescribed by the Ohio Administrative Code.
12. Work with teachers and media specialist to incorporate digital content, gradebook, LMS, technologies in the classroom.
13. Performs all other duties as approved and assigned by the Curriculum & Technology Integration Coordinator and Executive Director.

### **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Gathers and analyzes information skillfully; Works well in group problem solving situations.

**Technical Skills** - Strives to continuously build knowledge and skills; Shares expertise with others.

**Communication-Oral/Written** - Listens without interrupting and gets clarification; Edits work for spelling and grammar. Ensures that regular consistent communication takes place where necessary internally and externally.

**Team Work** - Balances team and individual responsibilities; Contributes to building a positive team spirit.

**Fiscally Responsible** - Conserves organizational resources.

**Ethics** - Works with integrity and ethically; Upholds organizational values.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time.

**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Undertakes self-development activities.

**Innovation** - Meets challenges with resourcefulness.

**Judgment** - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions.

**Professionalism/Customer Service** - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments; Responds promptly; Builds and maintains customer satisfaction with the products and services offered by the organization; Provides excellent service to internal and external customers.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education/Experience:**

Degree/Associate degree in Library, Media, teaching, or related field is recommended.

Experience with INFOHIO software, Infinite Campus, Digital Content, and technology integration in the classroom is preferred.

### **Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Strong interpersonal communications skills are required.

### **Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Computer Skills:**

To perform this job successfully, an individual should have knowledge and experience of Database software, Adobe, Excel, Word, and Power Point. Use of computer, hardware and instructional equipment is required.

### **Certificates and Licenses:**

No certifications are required. Certificates preferred: I-Coach, Mastering Fundamentals of Infinite Campus.

### **Supervisory Responsibilities:**

This job has no supervisory responsibilities.

### **Work Environment:**

The work environment characteristics 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. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to have dexterity of hands/fingers to operate a computer keyboard and other office equipment; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl.

**Background Checks:**

Must submit for a BCI/FBI criminal records check per ORC 3319.39.

**Terms of Employment:**

This is a full year position with salary and benefits as established by the Board of Directors.

**Evaluation:**

This position is annually evaluated by the Curriculum & Technology Integration Coordinator and the Executive Director.

**Disclaimer:** The LGCA reserves the right to revise or change job duties and responsibilities as the need arises. The job description does not constitute a written or implied employment contract.