

**TEACHER PRODUCTION CENTER TECHNICIAN**

**GENERAL RESPONSIBILITIES**

The position is responsible for providing support to the teachers using the Instructional Resource Teacher Production Center (TPC) and support to the Distance Learning program.

**ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

***Teacher Production Center***

- Assist teachers with the use of all equipment and software in the TPC, which includes Windows computers, color printers, laminators, button maker, binding machines, waxer, Ellison™ and AccuCut™ machines and copiers.
- Maintain the TPC supply inventory; work with teachers to adhere to the supply use guidelines.
- Keep materials organized and TPC equipment and supplies easy to access and use.
- Troubleshoot equipment/hardware/software problems and request assistance when needed.
- Maintain computerized records and generate appropriate reports.
- Assist teachers in the design of instructional materials.
- Create displays of TPC materials/resources available to teachers. Displays are updated and rotated throughout the year.
- Perform related work as required.

***Distance Learning Program***

- Assist with the enrollment of staff and students in Synergy; creates and enrolls users in Desire2Learn.
- Communicate with home school guidance counselors, parents/guardians, and online teachers regarding enrollments and withdrawals, as directed.
- Provide support to the Distance Learning Coordinator and Instructional Specialist, as needed.
- Assist with maintaining and updating resources to include online teacher handbooks and websites.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of Windows operating systems; general knowledge of computer software including graphic programs such as Print Shop Deluxe, Print Artist, Photoshop, PaintShop Pro, Kid Pix, AVID Cinema and Inspiration; knowledge of Microsoft Office programs to include Word, Excel, Access, Publisher, etc. and student information systems. Ability to interact positively with students, parents, and teachers; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions as well as communicate effectively both orally and in writing; ability to work independently and prioritize tasks.

**EDUCATION AND EXPERIENCE**

High School Diploma. Demonstrated maturity and responsibility required to work with teachers. A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, printer, copier, fax machine, laminator, waxer and die cutting machines. Ability to lift and carry items up to 30 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

None

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| FLSA status: Non-exempt | Description: Rev. 9/14 |
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