



DEPEW UNION FREE SCHOOL DISTRICT

District Offices
5201 S. Transit Road
Depew, New York 14043-4335
www.depewschools.org

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Superintendent of Schools
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Business Administrator
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NOTICE OF VACANCY

POSITION: Computer Resource Teachers (3)
SALARY: Remuneration in accordance with DTO contract
START DATE: September 1, 2018

Job Description:

1. MANDATORY attendance at monthly District Technology Committee Meeting
2. Handle requests and scheduling of available technologies, including but not limited to:
 - Computer Labs
 - Mobile Carts
3. Assist teachers with one to one rollout, Learning Management System Questions (Schoology) and various software applications
4. Assist teachers with hardware questions - setting up computers, AV connections, projectors, smart boards, etc.
5. Gather software and hardware requisitions and justifications, review with Building Principal, Director of Technology and Assistant Superintendent to determine priorities and funding.
6. Prepare surveys and reports as needed including:
 - Computer Lab Usage Analysis
 - Student Activity Computer Usage Survey and Report by Teacher
 - Teacher Technology/Training Survey and Report
 - Technology Inventory/Requests Spreadsheet
7. Assist teachers with using online learning management system
8. Facilitate building technology committee meetings as needed.
9. Assist with technology staff development trainings to assist with implementation of NYS Common Core Learning Standards and ISTE Standards
10. Check computer labs and mobile labs for equipment that is out of service, supplies (paper and toner) and equipment to be repaired over the summer.
11. Assist in monitoring and handling the help desk emails/issues.

Interested persons should submit a letter of interest on or before **May 17, 2018** to:

Susan B. Frey, Assistant Superintendent
for Curriculum, Instruction and Personnel
Depew Union Free School District
5201 S. Transit Road
Depew, NY 14043

"Inspiring, Challenging, Achieving"