



DEPEW UNION FREE SCHOOL DISTRICT

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

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NOTICE OF VACANCY

POSITION: **Computer Resource Teachers (3)**
1 at each school: DHS, DMS and Cayuga

SALARY: Remuneration in accordance with DTO contract

START DATE: September 1, 2019

Job Description:

1. MANDATORY attendance at monthly District Technology Committee Meeting
2. Assist teachers with one to one technology support, Learning Management System Questions (Schoology) and logging in to CLEVER to access various software applications
3. Assist teachers with hardware questions - setting up computers, AV connections, projectors, smart boards, etc.
4. Assist with technology staff development trainings to assist with implementation of NYS Next Generation Learning Standards and ISTE Standards
5. Collaborate with Leader in Me TOSA at each school, as well as K-12 Technology TOSA and 9-12 Innovation Center TOSAs to identify and train student technology leaders
6. Survey the building staff before each District Technology meeting to gather concerns/needs
7. Communicate key points from District Technology meeting to building staff (via principal's newsletters, staff meetings, etc).
8. Survey student one to one device damage each week
 - o Report damage details through Google Doc created by Director of Instructional Technology
 - o Deliver damaged devices to District Technology office (in HS)
9. Assist with end of year student chromebook collection and inventory

Interested persons should submit a letter of interest on or before **May 30, 2019** to:

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