

## MOP Co-Op Web Designer/Technician Assistant

### **DESCRIPTION:**

Employment as a web designer/technician assistant to perform services for multiple districts within the Mecosta-Osceola ISD.

### **REQUIREMENTS:**

A minimum of an Associate's Degree in computer-related technology or two to three years of equivalent experience is recommended. Certifications such as MCSE, A+, Net Plus, or CNE are a plus. Preference may be given to applicants with a Bachelor's Degree from a certified or accredited educational institute with intensive course work in personal computers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assist with USF E-rate completion.
2. Troubleshoot, diagnose, repair, upgrade and install PC-based hardware and software.
3. Must have good communication skills which include the following:
  - a. Ability to provide clear, simple instructions to non-technical users.
  - b. Ability to call a company's tech support lines for help when needed.
  - c. Help teachers and students with software problems or understanding error messages.
  - d. Produce technical documentation for tasks.
4. Design school web pages that:
  - a. are user friendly and easy to navigate
  - b. fulfill legal requirements for financial, other state reporting links.
  - c. Visually aesthetic.
5. Update web pages as needed for parental, student, staff communications.
6. Assist with communications or links from departments such as food service, athletics, etc.
7. Assist with teaching staff PD for blended instruction.
8. Assist with school calendar.
9. Create and maintain on-line forms for common tasks such as facility use, bus request, enrollment, etc.
10. Actively and positively support the district's technology strategy with staff and students.
11. Maintain a cooperative, harmonious relationship with professionals and others within the school setting.
12. Organize time, energy and workload in order to meet responsibilities and complete assignments with due consideration of priorities among various responsibilities.
13. Must be able to lift 40-pound loads regularly.
14. Assume responsibility to transport self to assigned worksites.
15. Regular and predictable attendance.
16. Pursuant to "School Safety" legislation (2005 PA 129-131 and 138) enacted into law January 1, 2006, must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).
17. Other duties as assigned.

