

Approved: 5/2024
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FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Library/Tech Specialist and **Check and Connect Mentor**

REPORTS TO: Principal and IASC Technology Director

QUALIFICATIONS:

1. Interest in children and education
2. Desire to assist students with various needs in a learning environment
3. Technology knowledge to assist students with IT needs.
4. Knowledge of media platforms
5. Excellent communication skills
6. Ability to manage student behavior

EMPLOYEE CLASSIFICATION:

The Specialist position is non-exempt pursuant to the Fair Labor Standards Act. All non exempt employees are required to track hours worked **by clocking in and out**. Non exempt staff will submit a biweekly timecard utilizing the punch clock system to the business office to calculate payroll. If a punch is missed, employees need to contact administration to confirm time of arrival or departure and allow a manual entry of hours on a timecard. Overtime is any hours being requested to work by administration beyond 40 hours per week. Employees **MUST** receive prior approval by administration to work any overtime. Any overtime would be according to the Fair Labor Standards Act (FLSA) and would require prior approval by administration.

POSITION RESPONSIBILITIES:

To assist, support, and work closely with teachers, administrators, and other team members in providing supervision of students within the district media center and assist in technology needs throughout the day.

1. ~~Oversee students taking virtual classes in conjunction with administration and school counselor.~~
2. Manage in day to day media center operations. This includes but is not limited to maintaining the library management system. Check in and check out processing of media materials, adding new students to the system, running reports for overdue books and maintaining an orderly media center. ALS and IASC will be resources to oversee recommendations for new books to add to the library system.
3. Provide technical support for staff and students with school devices. **Assist district staff with technology needs and support with Google systems, including but not limited to Doc, Sheets, Forms, etc.**
4. Manage Tech department with preparing devices for students and managing student assignment, tech roll out and tech return.
5. Participate in in-service training programs as scheduled.
6. Work with administration and staff on district communications, such as, website, Facebook, Instagram, local newspaper, school sign, hallway television **and instant alerts.**
7. Assist in a variety of clerical tasks; **including, but not limited to, tasks on the Marketing Plan.**
8. Supervise online and PSEO students, along with supervising study hall periods. **The master schedule will have one class period dedicated to tech support without the responsibility of supervision of students.**
9. ~~Will have at least one class period in the master schedule dedicated to tech support without the responsibility of supervision of students.~~
10. ~~Coordinating with the business manager to bill families for tech fees.~~
11. Coordinating with accounts payable to ensure quotes, POs, invoices, and receiving are accurate.
12. Work with IASC to troubleshoot any and all networking and phone issues.

13. Work with SCI, Minnesota Telecommunications, IASC, Frontier, Heartland Business Systems and Paul Bunyan to troubleshoot and resolve any issues concerning internet and phone.
14. Work with Metro Sales Inc. to troubleshoot printer issues.
15. Develop and maintain a tech replacement plan.
16. Work with technology vendors to obtain quotes and place orders for new technology and accessories.
17. Facilitate and manage staff training on cyber security to ensure we are compliant with our cyber insurance policy.
18. Facilitate Check and Connect with students.
19. Manage all paperwork and documentation for technology assignment, return, and repairs.
20. Assist the admin team and IASC with the eRate process through USAC, including, but not limited to, completing and submitting forms, managing bids, specifying equipment and network needs, making adjustments to accepted bids, etc.
21. Maintain record of warranty coverages for all technology to ensure we are taking advantage of warranties we have paid for. Including working with the warranty vendors to request parts and service.
22. Assisting admin with updates to the technology use policies.
23. Attend ARCC TUG and IASC Technology meetings as they are scheduled.
- ~~24. Attend IASC Technology meetings as they are scheduled.~~
25. Manage all aspects of the Google Admin Console.
26. Available to the principal for any and all immediate needs regarding emergency network or phone help.
- ~~27. Manage all iPads using Mosyle (our MDM)~~
28. Ensure all devices, students and staff, are being updated as operating system updates are available. If a device is found to not be able to take the newest update, ordering or issuing a replacement device in a timely manner.
29. Being available to answer any questions parents may have regarding the schools technology and internet use policies.
- ~~30. Completing a full inventory of all library materials at least once per year. Maintain library inventory.~~
- ~~31. Assist district staff with technology needs and support with Google systems, including but not limited to Doc, Sheets, Forms, etc.~~
32. Posting the morning announcements as a Daily Bulletin to Thrillshare.
33. Ability to work independently and as a part of a team.
34. Maintain a safe working environment and encourage colleagues to be safety minded in the performance of all school-related duties.
35. Promote the district's vision and goals in a positive light to the community through various media outlets.
36. Demonstrate ethical behavior and confidentiality of information about students in the school environment and community.
37. Perform other duties as assigned.