



DATE: April 7, 2021

TO: Board of Education

FROM: Mrs. Carmen Ghysels, Superintendent Chief Learning Officer

SUBJECT: Approve Proposed New Job Description for Technology and Information Services Technician

PRESENTED BY: Joan Zappettini, Director of Human Resources

ACTION REQUESTED

Approve Proposed New Job Description for Technology and Information Services Technician

BACKGROUND INFORMATION

This job description has been created to align with specific needs of the Technology and Information Services Department due to the increase of responsibilities for auditing, inventorying, repairs and processing of student chromebooks throughout the school year and annually.

RESOURCES REQUIRED: N/A

PREPARED BY: Edward Hilton for Joan Zappettini

Attachment: Proposed Job Description - Draft