Phone Directory

Beginning of Year (BOY)

- Request room assignments from admins
- Update District Phone Directory for the school year
- Email updated directory to Admins and Welcome Center Staff
- Update website staff directory

During the Year

- Keep District Phone Directory updated
- Update website staff directory as needed

Phone Management - AVAYA

Beginning of Year (BOY)

- Check each extension against the list from Admins
- Update extensions as needed

During the Year

- Update extensions as needed

Time Sheets for Tech Office

- Track days on Google Calendar for Tech Department, including STCs
- Submit affidavits for Tech Office staff

Inventory Management

- Ensure devices and accessories are scanned and accounted for
- Conduct yearly Inventory Audit in March

Surplus Management

- Provide surplus list to Kim for Board Approval
- Set up recycling
- Update TIP (Technology Inventory Program)

Damaged Devices

- Call Apple and set up repairs
- Box up devices for shipping to Apple
- Update "Out for Repair" status in TIP
- Upon return, scan devices back into building
- Set up devices for student use
- Transfer devices to locations

Damage or Missing Devices

- Contact families to collect missing devices/accessories
- Issue charges for damage or replacement
- Enter lost status in TIP
- Collect payments and enter into TIP

Asset Tag Management

- Enter purchasing information into TIP
- Assign asset tags to new devices
- Reprint missing asset tags as needed

Name Changes

- Update accounts
  - Infinite Campus
  - Active Directory
  - PC Client
  - AVAYA IP Office
- Update staff directory on the website

New Staff Accounts

- Create new staff accounts:
  - **Active Directory** (Network Account, Email)
  - **Infinite Campus** (User Account)
- Assign copy code
- Add to website staff directory
- Add to phone directory and update extension in AVAYA IP Office
- Set up and issue MacBook
- Send welcome email

New Student Accounts

- Create new student accounts in **Active Directory**
- Create work ticket and issue to STC for device setup

STC for NSOI

- Track NSOI devices
- Set up new devices as needed
- Assist with End-of-Year (EOY) device collection
- Help troubleshoot tech issues

Purchase Requests and Orders

- Enter purchase requests in **MUNIS**
- Place orders
- Track subscriptions and services using Google Calendar

Technology Paperwork Management

Students

- Collect and track **AUP** and **Device Agreements**

Staff

- Collect and track **AUP** and **Device Receipts**

Website Management

- Update **Staff Directory**
- Maintain **Calendar Events**
- Post **News Updates**
- Manage **Department Pages**

Jamf Management

- Remove decommissioned devices from inventory
- Clean up staff and student accounts as needed
- Upload new devices to Inventory Preload

Google Forms Management

- Create and update yearly forms for:
    - **Transportation Requests**
    - **Tank Bus Requests**
    - **Maintenance Requests**
    - **Sports Transportation Requests**
    - **Field Trip Requests**
    - **District Vehicle Requests**

Monthly Tech Meetings

- Create meeting agenda
- Prepare sign-in/sign-out sheet
- Take notes and distribute after the meeting

General Office Duties

- Answer phone calls for the Tech Department
- Greet Visitors

Technology Department Budget Management

- Create and maintain a Google Sheet for the yearly budget
- Develop a budget based on previous year's expenses and ongoing subscriptions/services

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Help Desk Troubleshooting