

PLEASE POST

REPOST  
January 23, 2023

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**Technology Data and Accounts Coordinator**  
**Full-time (1.0 FTE) Non-bargaining Position**  
**Posting # PPS-2023-29**

<b>LOCATION:</b>	<b>Mercer Administration Center</b>
<b>EDUCATION:</b>	<b>Bachelor's Degree preferred</b>
<b>DUTIES:</b>	<ul style="list-style-type: none"><li>•Creates, edits, maintains and deletes accounts in a variety of programs for all district personnel (Google, PowerSchool, The Intrado hosted district website, School Messenger, DESE, Aesop, TeachPoint, Panorama, Active Directory, etc.)</li><li>•Works with parents and families to gain access to and train in the use of the PowerSchool app</li><li>•Sends program tutorial packets to all new staff members and creates tutorials</li><li>•Maintains a list of computers to be assigned to and collected from staff</li><li>•Maintains PPS Staff Google site, updating and adding tutorials/forms</li><li>•Maintains and updates the PPS sites</li><li>•Performs help desk-type duties via phone and email for parents, staff and students and provide occasional training as requested</li><li>•Creates surveys and reports for administration and staff in the district</li><li>•Assists administrators in using mass notification system School Messenger</li><li>•Serves as MTRS administrator for the district</li><li>•Acts as one of our DESE Directory Administrators</li><li>•Manages/maintains educational software systems like HMH, McGraw Hill, Canvas, Edgenuity, DRC WIDA and Illuminate platforms</li><li>•Other duties and responsibilities as assigned</li></ul>
<b>EXPERIENCE:</b>	<b>Three years in a school district environment preferred; experience and facility with various kinds of software; design, writing, communication, video, social networking and web content creation skills and experience preferred</b>
<b>APPL. DEADLINE:</b>	<b>February 10, 2023</b>
<b>STARTING DATE:</b>	<b>Immediately</b>
<b>Please upload your application materials and the posting number to:</b>	
<b><a href="https://www.schoolspring.com">https://www.schoolspring.com</a></b>	
<b>The Pittsfield Public Schools is an equal opportunity employer</b>	

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