

Dumas ISD
Teacher Resource Center Manager
Job Description

Job Title: **Teacher Resource Center Manager** **Wage/Hour Status:** **Nonexempt**
Reports to: **Asst. Supt. for Instruction** **Pay Grade:** **C**
Dept. /School Curriculum **Date Revised:** **8/28/13**

Primary Purpose:

Ensure efficient operation of the Teacher Resource Center (TRC) and provide service to DISD staff and community members

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Effective organizational, communication, and interpersonal skills
Ability to use personal computer and learn/use various software
Willingness to learn

Experience:

None required

Major Responsibilities and Duties:

Equipment

1. Know proper and safe use of TRC equipment
2. Maintain TRC equipment
3. Teach/demonstrate to staff appropriate and safe use of TRC equipment
4. Order supplies for TRC equipment in a timely manner
5. Update TRC equipment
6. Maintain inventory of TRC equipment and supplies
7. Maintain TRC laminators housed at Sunset and Dumas High School

Use of TRC

8. Assist teachers/staff with school-related projects including but not limited to laminating, die cuts, posters, labels, binding, banners, etc.



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- 9. Assist individuals, community organizations, and businesses with community projects
- 10. Assist TRC users with ideas and resources
- 11. Prepare and make cash deposits to the DISD business office at least monthly for monies collected from nonschool-related projects
- 12. Copy/burn non-copyrighted materials/programs to tape or DVD
- 13. Maintain log of TRC users and use

Other

- 14. Update and maintain TRC website
- 15. Assist with TRC budget preparation
- 16. Maintain confidentiality

Supervisory Responsibilities:

None

Equipment Used:

Laminator, die cuts, poster maker, comb binder, label maker, opaque projector, box maker, paper cutter, personal computer, scanner, copier, art waxer

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions; monitor numerous activities occurring simultaneously. Limited lifting and climbing required.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

