



TeamWorks Copier Service Partners
DESCRIPTION OF DUTIES
Department of Materials management / District Operations

Each MCPS school has a position title of **copier service partner**. Each summer, a supporting service or administrative staff member is selected by the school principal to serve in this capacity.

Copier service partners fulfill the following three functions:

1. Communicate with TeamWorks Central concerning repair service and materials.
2. Manage the copier materials (paper, toner bottles, and staples) appropriately.
3. Model best practices in copier machine operations for school staff to emulate.

RESPONSIBILITIES

These typical weekly activities are incorporated in the employee's normal duty schedule:

- Replacement and recycling of toner bottles
- Loading of paper stock and staple cartridges
- Reporting malfunctions, including error codes on the copier interface

Copier service partners are expected to spend five minutes with the copier service technician during a service call. The purpose is to help the partner understand the cause of the malfunction and identify ways to reduce the possibility of a future occurrence of similar malfunctions.

If the partner selected is to be changed at any time, please email TeamWorks Central, Stevarlon_G_Green@mcpsmd.org.

STIPENDS

TeamWorks pays an annual stipend to each partner for fulfilling these duties. Stipends are paid in late May. To receive a stipend, the employee must start the position no later than September 1, and work until the end of the school year.

They must also successfully fulfill the functions described above for the school year.

- **Elementary and middle school partners receive one annual stipend (\$940).** Some principals choose to split this duty between two employees, with each receiving half the allotted stipend.
- **High school partners receive two annual stipends.** Some high school principals choose to assign both stipends to one employee.

Copier service partners are required to watch the training video that is available on the TeamWorks web page.

Additional training is available by contacting Stevarlon_G_Green@mcpsmd.org at TeamWorks Central, in Rockville.

<https://www2.montgomeryschoolsmd.org/departments/copyplus/teamworks/>