



DEPARTMENT OF MATERIALS MANAGEMENT  
MONTGOMERY COUNTY PUBLIC SCHOOLS

### *TeamWorks Copier Service Partners*

#### DESCRIPTION OF DUTIES

July 2021

Each school has available a position titled *Copier Service Partner*. Each summer, the principal may select a supporting service or administrative staff member to serve in this capacity. Copier service partners are requested to fulfill the following functions:

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

#### RESPONSIBILITIES

Typical weekly activities are incorporated in the hourly duty schedule of the copier service partner:

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

A key responsibility of the copier service partner is to submit the monthly meter reading. This is essential for copier maintenance planning. This function requires 10 minutes each month and is completed online.

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.

#### STIPENDS:

TeamWorks recognizes the efforts of our partners in the schools by providing an annual stipend in late May. To receive a stipend, the employee must fulfill the functions described above for a minimum of 30 weeks of the school season.

1. Elementary and middle school partners receive one annual \$800 stipend. Some principals choose to split this duty between two employees, with each receiving half the allotted stipend.
2. High school partners receive two \$800 stipends. Some high school principals choose to assign both stipends to one employee.
3. Partners with ten years experience as a copier service partner receive an additional 10%.

Copier service partners are required to watch the training video that is available on the TeamWorks web page. For further training, please contact [Stevanlon\\_G\\_Green@mcpsmd.org](mailto:Stevanlon_G_Green@mcpsmd.org).