

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: COMPUTER TECHNICIAN

- QUALIFICATIONS:**
1. Associate's degree in computer science or information systems or comparable experience with computer hardware, software, networks, and websites
 2. Required criminal history check and proof of U.S. citizenship or legal resident alien status
 3. Ability to troubleshoot computer and peripheral hardware problems
 4. Patience in dealing with people
 5. Ability to learn quickly
 6. Ability to handle multiple tasks simultaneously
 7. The ability to bend, lift, squat, crawl, perform repetitive motions and work overhead.
 8. The ability to climb ladders and work on roofs or ceilings.
 9. The ability to lift 50 lbs. at least 25% of the time

REPORTS TO: Executive Director of Technology & District Technology Manager

POSITION GOAL:

To ensure the districts employees and students are provided technology that works according to its design and is effective in achieving the goals of the district.

ESSENTIAL JOB FUNCTIONS:

1. Perform installation, repair, and maintenance work on equipment and all district hardware
2. Support staff members by resolving technical issues as they arise
3. Assist with installation of network and phone drops as needed
4. Work under supervision of IT department staff in maintenance of servers
5. Responsible for imaging desktop, laptop, and tablet computers
6. Assist with technology staff development as needed
7. Assist Executive Director of Technology and District Technology Manager with installation of various pieces of hardware as needed
8. Assist with maintaining an accurate inventory of computer hardware
9. Troubleshoot problems that arise on desktop, laptop, and tablet computers

10. Staying updated on the latest computer periphery
11. Coordinating with other technicians about computer issues
12. Participate in ordering process for computer-related hardware, software, and supplies
13. Unpack, document, and tag all new equipment
14. Configure all new and existing equipment according to standards
15. Distribute new equipment and move reallocated equipment within various buildings
16. Ensure adherence to school standards for all computer equipment
17. Identify disposable equipment and document its disposal
18. Keep track of all hardware and software in asset management database
19. Perform routine preventative maintenance on all computer equipment
20. Oversee and document break/fix activities on hardware
21. Oversee anti-virus updates for network and computer devices
22. Oversee lending of computer equipment (notebooks, etc.) to faculty and staff, track loaned equipment, and ensure hardware and software integrity upon return
23. Oversee distribution and tracking of computer-connected projection equipment
24. Oversee backup of all network devices, changing and labeling tapes, etc.
25. Respond to hardware and software troubleshooting calls from users
26. Make recommendations, as appropriate, regarding hardware and software brands, models, versions etc. that would benefit school users
27. Perform any other appropriate duties that may be assigned

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17

2nd Reading: 10/16/17