

**Technology Imaging Assistant
New Hanover County Schools**

Job Description

Class: Classified
Dept: Technology

TITLE: Technology Imaging Assistant

QUALIFICATIONS:

1. Associate's degree in technical field or equivalent training and/or experience.
2. Two years of technical experience with a working knowledge of network hardware and operating hardware.
3. Valid North Carolina driver's license.

REPORTS TO: Client Services Supervisor/Chief Technology Officer

JOB GOAL: To assist Client Services Technicians during Server Management Software conversions.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools and technology.
2. Configure basic input/output system of computers.
3. Perform imaging process for computers.
4. Replace Hard Disk Drives and Memory Modules.
5. Scan, engrave and inventory computers.
6. Remove debris from Central Processing Unit tower cases.
7. Perform related duties and responsibilities as requested by the Chief Technology Officer and/or Supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month/Part time/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 59

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and written.
- Demonstrate considerable knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Working knowledge of computers and related instructional technology devices.
- Working knowledge of installation of computer hardware and software.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to lift up to 50 pounds.