

SECTION: CENTRAL ADMINISTRATION

AREA: CLASSIFIED PERSONNEL

TITLE: NETWORK TECHNICIAN

QUALIFICATIONS:

1. Two year degree from technical institution, or equivalent technical training with certificate, in computer or electronics related field.
2. Strong knowledge and experience with personal computers; such as, Apple, Windows, ChromeOS and networks;
3. Strong knowledge of hardware troubleshooting practices;
4. Strong knowledge of data processing practices, software, and hardware;
5. Basic understanding of network infrastructure, protocols and troubleshooting;
6. Excellent communication and human relations skills;
7. Valid New Jersey driver's license. Must be able to provide own transportation for travel between district schools and offices;
8. Such alternative or additional qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITY:

The Network Technician is directly responsible to the Manager of Information Technology.

JOB GOAL:

The Network Technician is directly responsible for the installation, maintenance, and repair of all computers, networks, and closed circuit TV operations. He/she assists district personnel in the application and implementation of electronic equipment in the classrooms and offices throughout the district.

TERMS OF EMPLOYMENT:

Twelve-month contract. Benefits – District-Wide and Central Office Non-Instructional Personnel.

PERSONAL EVALUATION:

The Network Technician shall be evaluated in writing at least once each year by the Manager of Information Technology. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates repair work schedules with site personnel for the purpose of minimizing disruption of services and/or inconvenience.
2. Diagnose equipment failures with computer, network, and instructional media equipment for the purpose of identifying needed repairs and/or ensuring equipment is in proper working order.
3. Installs computer hardware, peripherals, instructional media equipment, security cameras and application software for the purpose of maintaining overall site operations.
4. Maintains manual and electronic documents, files and records (e.g. work order logs, inventory, etc.) for the purpose of documenting activities, conveying information and/or providing an up-to-date reference and audit trail.
5. Monitors assigned servers and network applications for the purpose of ensuring continuity of service.
6. Orders parts for the purpose of maintaining inventory and ensuring availability of items as needed.
7. Prepares written materials (e.g. status reports, instructions, user guides, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
8. Repairs computers, peripherals, network, and instructional media equipment (e.g. phone systems, projectors, video cameras/recorders, electronic controllers, etc.) for the purpose of maintaining equipment in a safe and functional operating condition.
9. Researches a variety of topics for the purpose of making recommendations regarding vendors to use for repairs and/or supplies.
10. Responds to a variety of questions from site staff, parents and students for the purpose of providing information, guidance or referral.
11. Transports supplies and equipment to a variety of sites for the purpose of ensuring the availability of items.
12. Trains school site staff on a variety of hardware operations (e.g. e-mail, computer lab usage, student grading, spreadsheet applications, etc.) for the purpose of providing ongoing support and maximizing the capabilities of assigned staff.
13. Assumes other duties and responsibilities incidental to the office or as assigned by the Manager of Information Technology.

Reviewed: 6/14/2016

Position Description approved: 6/14/2016