

PUBLIC SCHOOLS OF EDISON TOWNSHIP

Office of Human Resources

**I. TITLE**

Computer Technician I

**II. PRIMARY FUNCTION**

Under general supervision, provide the school district with technical skills and ability to repair and maintain personal computers, telecommunications equipment and configuration of the Windows-based operating systems and network

**III. REPORTS TO**

Chief Information and Technology Officer and/or Designee

**IV. QUALIFICATIONS**

- Knowledge of all aspects of repair and maintenance of personal computers, peripheral devices and telecommunications equipment
- Knowledge of networking and configuration of the Windows operating systems and network
- Ability to use diagnostic software for problem resolution in areas of communications, LAN and virus detection
- Ability to interact well with administrative, instructional and support staff
- Technology education preferred
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- Diagnose problems with computers, tablets, servers, peripheral devices, printers and make necessary repairs
- Identify and coordinate repairs and/or troubleshooting with outside vendors
- Establish computer maintenance schedule
- Order parts and maintain inventory
- Coordinate installation/configuration of new equipment
- Coordinate moving and installation of computers to various schools and offices
- Prepare district reports on computer equipment repair history
- Keep informed about existing and emerging technologies in order to deal with computer, printer and software problems
- Serve as technical advisory and resource to Superintendent of Schools for long-range planning of computer usage at school and district levels, including the planning and installation of networks
- Perform other related duties as directed by the CTO, Superintendent of Schools and/or Designee

**VI. TERMS OF EMPLOYMENT**

Twelve-month position - Exempt Group - salary as determined annually by the Board of Education

/Job Descriptions

Section V – Computer Technician I

APPROVED: September 24, 2012