

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****SENIOR TECHNOLOGIST****JOB GOAL**

To supervise implementation of technology maintenance, aid in the efficient and reliable operation of all district computer systems, and supplemental technology services to other locations.

QUALIFICATIONS

1. Bachelor's Degree in computer science/related field or equivalent work experience.
2. Experience with Windows Server and Windows Operating Systems, Chrome Operating System, and Apple iOS. Some certifications preferred.
3. Working knowledge of systems securities; background in systems security (network security, cybersecurity, etc.) preferred.
4. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.
5. Required criminal history background check and proof of U.S. citizenship or legal alien status.

DUTIES/RESPONSIBILITIES

1. Provides supervised lab access for students and staff as needed.
2. Troubleshoots technology devices in the high school and Board Office, and acts as a liaison to Technology Systems Manager.
3. Maintains, installs, upgrades, and repairs devices and hardware.
4. Diagnoses, addresses, and remedies software problems.
5. Maintains and implements current and new technology efforts as specified by the Technology Systems Manager.
6. Instructs appropriate personnel in the upkeep of personal computer hardware, software and peripherals.
7. Provides recommendations to Technology Systems Manager regarding future technology purchases and budgetary inclusions.
8. Maintains inventory records for all district non-server computer hardware and software.
9. Registers all district non-server hardware and software.
10. Maintains records detailing current versions of non-server operations software.
11. Performs preventative maintenance on non-server-based computer equipment and peripherals.
12. Maintains non-server hardware cataloging and sign-out system.
13. Provides vendor quotes and detailed information sheets for the ordering of technology equipment, software, and supplies. Unpacks and checks orders as they arrive, corrects shipping errors, and maintains records.
14. Supervises Computer Technician and manages delegation of incoming tasks and projects.
15. Works as a shared-services liaison to other districts as determined by the Superintendent and Board of Education, including but not limited to on-site technology services.
16. Attends continuing education and training sessions to keep skills current as approved by administration.
17. Performs installation of new computers and the reconfiguration of existing computers, software, and network components.
18. Assists in developing specifications for new equipment and grant requirements.

19. Identifies and recommends plans for upgrades in all aspects of district technology and services.
20. Maintains a supply of appropriate component parts for in-house repairs, upgrades, and planned projects.
21. Aids in the preparation of the district technology budget and development of district technology plans.
22. Assumes responsibility of all duties contained in job description D-13, Computer Technician.
23. Adheres to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations.
24. Assists in any other areas of district computer operations as assigned by the Technology Systems Manager.

ESSENTIAL SKILLS/ABILITIES

1. Working knowledge of Active Directory, Group Policy, basic Windows Server operations, and PowerShell scripting.
2. High level knowledge and experience with Office365, Google Admin, and Chromebooks.
3. Ability to install, configure, and maintain internal and external components of computers and peripherals and ability to configure systems.
4. Capable of learning and implementing new technologies and methodologies quickly.
5. Experienced with a networked computer environment and knowledge of network protocols.
6. Capable of troubleshooting and solutions in a fast-paced environment.
7. Ability to manage others effectively and professionally.
8. Highly organized and skilled in inventory reporting.
9. Ability to communicate, train, and work well with novice and experienced computer users.
10. Capable of working remotely from off-site work locations.
11. Highly effective human relations and communications skills.
12. Ability to manage solutions to common and complex hardware problems and oversee completion.
13. Capable of flexibility with working in multiple environments at different locations.
14. Ability to work extra hours as projects require.
15. Have superior dexterity for keyboarding and operating a mouse.
16. Must have excellent critical thinking and analytical skills.
17. Must have strong time management skills.
18. Must have good social networking skills.
19. Must be detail oriented and mechanically inclined.
20. High integrity and ethical standards.
21. Regular attendance.
22. Prolonged periods of sitting.
23. Must be able to lift, bend, stoop, climb and reach up to 50 pounds at a time.

REPORTS TO

Technology Systems Manager.

TERMS OF EMPLOYMENT

Twelve months. Salary and shared services stipend to be determined by the Board of Education. Full benefits.

EVALUATION

Performance of this job will be evaluated annually by the Technology Systems Manager.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **May 28, 2020**
UPDATED: **May 24, 2023**