

GLEN RIDGE PUBLIC SCHOOLS - JOB DESCRIPTION

TECHNOLOGY DEPARTMENT

Title: Lead IT Technician (Stipend)

Qualifications:

1. A+ Certification
2. Network Certification
3. Demonstrated knowledge of network and computer systems
4. Demonstrated knowledge of security systems (T-Pass, Cameras, Door access)

Reports to: Director of Technology

Supervises: All district technology technicians

Job Goal: To oversee the technology operations of The Glen Ridge Public Schools to ensure an efficient working environment.

Performance Responsibilities:

- Schedules daily tasks, supervises work of technicians and participates in daily technology tasks
- Monitors daily network operations
- Plans and oversees all IT work in the district
- Supervises, trains, and provides support to IT Technicians
- Management of accounts and reporting functions for select instructional applications
- Responds to IT emergencies
- Performs other related duties as may be assigned by the superintendent