TITLE: **Technology Technician**

QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma or two years of work experience including computer operations, data processing or micro-computers. College education may be substituted for experience at the rate of 30 credits per year.

2. Working knowledge of the capabilities of the computer equipment and software packages utilized by the school district;

3. Ability to instruct others in the use of the computers and software packages;

4. Ability to understand diverse software manuals and their applicability to current curriculum;

5. Ability to establish good relationships with teachers and students;

6. Ability to maintain discipline; good judgment; tact; courtesy; physical condition commensurate with the duties of the position.

REPORTS TO: Director of Technology and Assessment

JOB GOAL: Demonstrate and provide direction in the usage of computer hardware and software to teachers and students; does related work as required.

PERFORMANCE RESPONSIBILITES:

1. Be responsible for aiding both teachers and students in the use of computers and computer software packages for both remedial and enrichment purposes.

2. Responsible for checking equipment and setting up software programs, previewing software programs in conjunction with teaching personnel and maintaining schedule logs and records of all equipment/software contained in the computer center laboratory and mobile carts.

3. Responsibilities may include the installation and maintenance of hardware, as well as the installation and configuration of network software.

4. Examples of work include:

    a. Aids teachers in the use of computers and computer software packages;

    b. Provides technical and software support for teachers using computers;

    c. Advises teachers regularly regarding new software acquisitions and possible applications to curriculum;

    d. May edit new and existing software packages to adapt them to teachers' individual curriculum needs;

    e. Confers with teachers in the selection of software appropriate to student's learning tasks and level of ability;

      f. Reads current professional publications to keep informed of rapid developments in field of computer assisted instruction;

      g. Orders and maintains supplies;

      h. Installs and configures desktop software;

      i. Operates printer to provide students/teachers with hard copy;

      j. Troubleshoots equipment problems not requiring a trained technician;

5. Creates and maintains catalog system for software library;

6. Maintain inventory of the district's educational and administrative computer equipment and carry out repair tasks mandated through the trouble log system.

7. Carry out the district's technology plan, providing technical assistance, as needed.

8. Upholds and enforces school rules, administrative regulations and board policy.

9. Perform other duties within the scope of employment as may be assigned.

TERMS OF EMPLOYMENT: 12-Month exempt employee.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.