

Title: **Assistant Technology Technician**

Qualifications:

1. Graduation from high school or possession of a high school equivalency diploma;
2. Ability to assist in software and hardware installation;
3. Ability to assist in troubleshooting personal computers, operating systems, and application software;
4. Communicate clearly and positively with district employees, students, technology team members, and vendors;
5. Ability to establish good relationships with staff 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: Provide direct support to the end users through the district's Helpdesk ticketing system. In addition, the Assistant Technology Technician will provide support to routine functions such as imaging, inventory and device repairs; does related work as required.

PERFORMANCE RESPONSIBILITIES:

1. Installs and maintains software applications and peripherals on personal computers;
2. Troubleshoots hardware, software and network printing problems;
3. Assists in performing routine updates on technical devices;
4. Supports technology purchasing procedures and assists in maintaining district inventory;
5. Responds to assigned Helpdesk tickets for direct assistance with instructional and administrative technology needs.
6. Carry out the district's technology plan, providing technical assistance, as needed.
7. Upholds and enforces school rules, administrative regulations and board policy.
8. Perform other duties within the scope of employment as may be assigned.

Physical Demands: Requires operating computer equipment, moving and lifting computer equipment, and related peripherals.

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.