

## Central Office Position

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**TITLE:** COMPUTER TECHNICIAN

**QUALIFICATIONS:**

1. Possess the ability to service the district's computers, computer networks and related devices.
2. Possess the ability to maintain and manage networks and network application software.
3. Possess the ability to troubleshoot and repair Wintel and Macintosh computers and peripheral devices.
4. Possess the ability to convey technical information to workstation operators to accomplish desired results.
5. Possess the ability to organize and coordinate work assignments.
6. Possess experience in implementing local- and wide-area networks.
7. Possess the ability to communicate effectively with all levels of individuals within the district.

**REPORTS TO:** Director of Technology

**JOB GOAL:** To assist in the maintenance and operation of the district's local- and wide-area networks, hardware, software and related devices. To be responsible for the maintenance and repair of the district's technology-related equipment.

**PERFORMANCE RESPONSIBILITIES:**

1. Install and test new equipment.
2. Carry out a regular schedule of preventive maintenance on district equipment.
3. Troubleshoot hardware and software problems and bring about a resolution of the problem.
4. Implement security standards for software access and modification that will ensure the integrity of programs and data.
5. Maintain a disaster recovery plan for critical data.
6. Assist the Director of Technology in the development of district-wide integrated information systems ensuring the most efficient and effective use of hardware, software and systems networking.
7. Modify computer programs as needed.
8. Recommend to the Director of Technology the selection, purchase, inventory, maintenance and replacement of hardware and software.
9. Assist the Director of Technology in the preparation of budgets for new equipment.
10. Assist the Director of Technology in district-wide research/evaluation projects.
11. Assist the Director of Technology in the analysis of current software, proposed modifications and new software for impact on installation problems, standards and procedures.
12. Assist the Director of Technology in the implementation of a program of in-service training aimed at increasing the skills of administrators, teachers and support personnel in relation to administrative data processing necessary for the efficient operation of the school district.
13. Perform any other duties as assigned by the Superintendent of Schools, the Business Administrator, the Assistant to the Superintendent or the Director of Technology.

**TERMS OF EMPLOYMENT:** Twelve months, with conditions set by the Wall Township Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified staff.

**APPROVED:** June 8, 1999