

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

TECHNOLOGY/COMPUTER CENTER 5025 Personal Computer Technician

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REVISED

JOB TITLE: PERSONAL COMPUTER TECHNICIAN

REPORTS TO: Director of Network Services

NATURE AND SCOPE OF JOB:

The Personal Computer Technician provides technical support for the operation and repair of personal computers and personal computer networks.

QUALIFICATIONS:

The Personal Computer Technician shall:

1. Have a degree in Computer Science or equivalent experience.
 2. Have two (2) years' experience in local and wide area networking and telephone systems.
 3. Have good presentation and communication skills.
 4. Understand networking technologies.
 5. Be familiar with PC's Microsoft product line, Apple product line, AVAYA G3r phone system, and all end user devices.
 6. Understand voice and data cabling technologies and troubleshooting procedures.
 7. Understand network protocols especially TCP/IP.
 8. Be able to troubleshoot and repair PC, MAC and Telephone issues.
 9. Troubleshoot wide area networking and local area networking problems.
 10. Have a working knowledge of PC desktop operating systems and applications.
 11. Have a strong knowledge of Mac and PC environments.
 12. Have the ability to supervise repairs by outside vendors.
 13. Have a working knowledge of Internet related equipment.
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14. Have the ability to troubleshoot the district's telephone system.
15. Have excellent integrity and demonstrate good moral character and initiative.
16. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
17. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
18. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
19. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
20. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
21. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
22. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
 2. Official College Transcripts.
 3. Required documentation outlined in the qualifications above.
 4. A minimum of three letters of reference from former employers, teachers, other professional sources.
 5. Employment interview.
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EMPLOYMENT TERMS:

The Personal Computer Technician shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).
4. Must have valid driver's license.
5. Must use personal vehicle to drive from locations during working hours.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Personal Computer Technician shall:

1. Install and maintenance Mac and PC's and district's telephone system.
 2. Troubleshoot, repair and maintain hardware and software systems in use throughout the district.
 3. Have a strong knowledge in Voice and Data cabling standards and all associating duties.
 4. Maintain a current inventory of hardware and software utilized by the district.
 5. Configure and install technology related devices on the network.
 6. Work with Apple Care and other vendors in the repair or maintenance of equipment.
 7. Provide training to others in the technical staff on network related products.
 8. Operate and repair personal computers.
 9. Operate and repair personal computer networks.
 10. Troubleshoot wide area and local networks.
 11. Install data cabling.
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12. Integrate PC and Macintosh computers on wide area and local networks.
13. Supervise repairs and installation by outside vendors.
14. Provide in-service assistance in the use of PC's, Mac's, and networks to school district staff members.
15. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
16. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
17. Participate in appropriate in-service and workshop programs and attend any required meetings.
18. Use computers and/or electronic equipment to fulfill job functions.
19. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion when sharing any such information within legal confines.
20. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
21. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Be required to stand; walk; use hands to manipulate fingers, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl.
4. Specific vision abilities required by this job include color vision, close, vision, depth perception and ability to adjust focus.

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5. Be able to regularly lift and/or move (to various locations) up to ten (10) pounds, frequently lift and/or move up to thirty-five (35) pounds and occasionally lift and/or move up to 70 pounds. This would include computers and/or peripherals, ladders (6' – 12'), spools of cable, and equipment cabinets, to the third floor via stairs in any particular building.
6. Speak and hear.
7. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
8. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
9. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

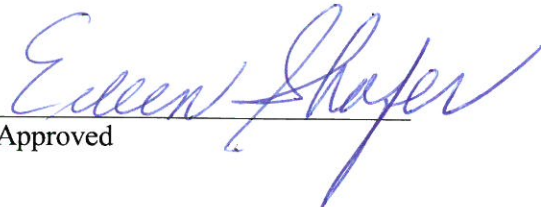
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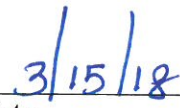
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EVALUATION:

The Director of Network Services or designee shall evaluate the Personal Computer Technician in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.


Approved


Date