



## WALL TOWNSHIP PUBLIC SCHOOLS

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**Title: Computer Technician**

**Qualifications:**

1. High school diploma or equivalent required; associate's degree or technical certification in Information Technology, Computer Science, or related field preferred
2. Experience in technology support, computer repair, or related field
3. Ability to install, configure, troubleshoot, and repair computers, laptops, Chromebooks, tablets, and peripheral devices across multiple operating systems (Windows, macOS, ChromeOS)
4. Working knowledge of network infrastructure, including LAN/WAN connectivity, wireless systems, and network connected devices
5. Experience with mobile device management (MDM) platforms and device imaging/deployment tools
6. Familiarity with productivity and collaboration platforms such as Google Workspace, Microsoft Office 365, or similar systems
7. Ability to convey technical information clearly to staff and end users of varying technical skill levels
8. Strong organizational skills with the ability to manage and prioritize multiple work assignments
9. Understanding of cybersecurity best practices and data privacy requirements in an educational environment
10. Industry certifications preferred (such as CompTIA A+, Google IT Support, or other vendor-specific certifications)
11. Experience in a K-12 education technology environment preferred
12. Must be able to regularly lift and move objects weighing up to 50 pounds

**Reports to:**

1. Director of Information and Technology Integration

**Job Goal:** To support the efficient and reliable operation of district technology systems and infrastructure by installing, maintaining, troubleshooting, and repairing hardware, software, and network connected devices. This position provides front line technical support to ensure a stable and functional technology environment that enables effective teaching, learning, and administrative operations throughout the district.

**Performance Responsibilities:**

1. Install, configure, and deploy computers, laptops, Chromebooks, tablets, and peripheral devices across district locations
2. Troubleshoot and resolve hardware, software, and network connectivity issues for end users



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3. Perform preventive maintenance on district technology equipment according to established schedules
4. Assist with the setup and maintenance of network infrastructure components, including switches, access points, and cabling
5. Support the configuration and management of mobile device management (MDM) systems and device imaging processes
6. Assist with the implementation and maintenance of security standards for software access, ensuring the integrity of programs and data
7. Support backup and disaster recovery procedures for critical systems and data
8. Assist with the deployment, configuration, and support of district productivity and collaboration platforms
9. Provide technical support for classroom technology, including interactive displays, projectors, audio/video systems, and other instructional equipment
10. Assist in the evaluation and testing of new hardware, software, and technology solutions
11. Maintain accurate inventory of technology assets, including equipment, components, and licensing
12. Assist with technology budget planning by providing recommendations for the selection, purchase, maintenance, and replacement of hardware and software
13. Support district software deployment, updates, and patch management
14. Provide end user training and guidance to staff on the effective use of technology tools and systems
15. Document technical procedures, solutions, and system configurations
16. Respond to and manage technology support tickets in a timely and professional manner
17. Depending on district needs, responsibilities may include support for specific technology programs and systems such as VoIP telecommunications, physical security and access control systems, server and virtualization platforms, or other specialized technologies
18. Perform additional duties as assigned to support organizational goals and objectives

### **Terms of Employment:**

12-month position; Salary-Non-Represented

### **Evaluation:**

Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certificated, non-represented personnel.

**Approved: April 28, 2026**