Tenafly PUBLIC SCHOOLS

TECHNICIAN LEVEL TWO

Qualifications:

- Bachelors' Degree from an accredited college or university with coursework in computer/technology operations preferred
- At least three years' experience in computer technology, networking operations, systems administration and operating procedures preferred
- Familiarity and experience with computer software applications
- Demonstrate knowledge of new and emerging technologies
- Demonstrate the ability to communicate effective in English, both orally and in writing, using proper grammar and vocabulary
- Possess excellent organizational and interpersonal skills with attention to detail
- Provide evidence that a criminal history record check has been conducted and clearance has been given by the NJ Department of Education (NJDOE) in accordance with the law

Primary Function:

Provide for the support and maintenance of the administrative and instructional computer systems.

Direct Report:

District Technology Coordinator

Specific Duties and Responsibilities:

- Assist in maintaining district information systems including student information, nurse and library systems
- Provide computer hardware and software technical assistance to District and Contracted Services personnel
- Assist in the implementation, coordination, and maintenance of the District's technology plan
- Assist in the distribution of computer software and hardware to District and Contracted Service locations
- Install equipment, monitor its utilization and provide scheduled maintenance
- Provide initial diagnosis of problems to determine the major components involved in system failures
- Maintain a comprehensive, efficient, and coordinated system for classifying and cataloging all district technology
- Coordinate the relocation of technology between rooms, buildings and in/out of storage
- Organize and maintain procedures for the security and accountability of all property and equipment in computer technology services
- Attend training sessions that are relevant to the job functions and duties
- Assist in creating and maintaining District and Contracted Services technology accounts
- Other duties as required by the District Technology Coordinator or designee

Terms of Employment:

Twelve month, non-bargaining unit position, with flexible schedule that may include some weekends and/or evenings.

Evaluation:

In accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

Board Approved:

August 25, 2015/Resolution P-7

Revised:
March 21, 2022/Resolution P-6