

## TECHNOLOGY TECHNICIAN

### **QUALIFICATIONS:**

1. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
2. Strong interpersonal and communication skills.
3. Degree in related field or equivalent combination of work experience and technical training.
4. Knowledgeable in the deployment of wired and wireless network technologies.
5. Familiarity with network administration, network monitoring and network traffic Analysis.
6. Implementation, configuration and maintenance of computer networks.
7. Competence with testing tools and techniques for voice and data circuits.
8. Knowledge of the policies, procedures, and practices of network and information systems
9. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** Technology Coordinator

### **JOB GOAL:**

The Technology Support Technician will assist the technology department in supporting the needs of the staff.

### **PERFORMANCE RESPONSIBILITIES:**

1. Handles helpdesk tickets as assigned - closing tickets and keep documentation as necessary.
2. Multimedia equipment setup.
3. Device support for computers/printers/peripherals:
  - a. Setup and deployment services
  - b. Repair and device care
  - c. Maintain Inventory
4. Create and maintain computer images.
5. Technology setup and technology support for preparation and implementation of the PARCC assessments.
6. Installs, maintains and monitors the district's computer networks components including routers, switches, cabling, wireless access, printers, phones, workstations, mobile devices.
7. Maintains server network related to the district LAN/WAN (server monitoring, maintenance, user account creation for Active Directory and Google Apps, profiles, logon scripts, security updates, antivirus and malware protection, file sharing, print management, access privileges and security, etc.) for the purpose of ensuring availability of services to authorized users.

## JOB DESCRIPTION

## BARNEGAT TOWNSHIP SCHOOL DISTRICT

8. Responsible for managing classroom installations such as Smartboards, projectors, and sound systems.
9. Provides crossover support to technology staff members.
10. Performing such tasks and assuming any other responsibilities as may be assigned by the Technology Coordinator.

### **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.
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. 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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### TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

### EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

### LEGAL REFERENCES:

- N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
  - N.J.S.A. 18A:16-2 Physical examinations; requirement
  - N.J.S.A. 18A:26-1.1 Residence requirement required
  - N.J.S.A. 18A:27 Employment and contracts
  - N.J.A.C. 6:3-4A.4 Requirements of physical examinations
  - N.J.A.C. 6:3-5.1 et seq. Seniority
  - N.J.A.C. 6:8 Thorough and efficient system of free public schools
  - N.J.A.C. 6:11-3.9 Oath of allegiance required
  - N.J.A.C. 6:11-3.10 Citizenship required
  - N.J.A.C. 6A:7 Managing for equality and equity in education
  - N.J.A.C. 6A:8 Standards and assessment
  - \*N.J.A.C. 6A:24 Education reform in the Abbott districts
- See particularly:
- N.J.A.C. 6A:24-6.1 Implementation of required programs in secondary schools

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.

\*applies to Abbott districts only