RIVER VALE SCHOOL DISTRICT RIVER VALE, NEW JERSEY

JOB DESCRIPTION

TITLE: COMPUTER TECHNICIAN

QUALIFICATIONS: Working knowledge of, and experience with, the use of

technology within a multiplatform wide area network; experience working with software, hardware, and peripherals; high level of interpersonal skills; should be creative, flexible, and persuasive; teaching, educational services or administrative certification not required.

REPORTS TO: Director of Educational Technology and/or designee

JOB GOAL: Assist in the maintaining of the district technology,

including but not limited to the hardware, software, and infrastructure. To perform hardware/software diagnostics to investigate and resolve problems and to provide technical assistance and support to administrators and staff by telephone, in written form, e-mail, or in person.

Specific Duties and Responsibilities:

- 1. Set up equipment for staff and student use, performing or ensuring proper installation of cable, operating systems, and appropriate software.
- 2. Answer users' inquiries regarding computer software and hardware operation to resolve problems.
- 3. Install and perform repairs to hardware, software, and peripheral equipment.
- 4. Performs necessary tests, repairs, and maintenance on Computers, associated peripherals, and computer network equipment.
- 5. Oversee the daily performance of computer systems.
- 6. Provide network support, including installation of network hardware, software and systems.
- 7. Provide support to the district's LAN (local area networks), WAN (wide area networks) and VoIP.

- 8. Installs and tests new hardware, hardware upgrades and software as needed and/or directed.
- 9. Picks up, repairs and delivers equipment when requested.
- 10. Provide technical assistance on uses of microcomputers to staff, school, and sites.
- 11. Provide repair services for all computers, servers, monitors and peripheral equipment.
- 12. Maintain and update district hardware/software inventory record.
- 13. Maintain record of daily data communication transactions, problems and remedial action taken, and installation activities.
- 14. Update personal technological knowledge and skills.
- 15. Attend workshops and conferences deemed necessary by the Director of Educational Technology.
- 16. Performs other duties which may be within the scope of his/her employment as may be assigned.

TERMS OF EMPLOYMENT: Work year and salary to be determined by

the Board of Education.

EVALUATION: Performance of this job will be evaluated in

accordance with provisions of the Board's policy on evaluation of noncertified staff.

BOARD APPROVED: 9/7/2010