MONMOUTH REGIONAL HIGH SCHOOL

TITLE **COMPUTER TECHNICIAN**

Reports to: Superintendent, Business Administrator and Technology Director

Nature and Scope of the Job:

Performs skilled repair and maintenance on all technology related equipment and technological support for all technology related systems. Provides technical support to users; including but not limited to: technical advice on equipment setup and operation, general troubleshooting, and software installation.

Qualifications:

1. Training or relevant experience with computers and related peripherals.
2. Knowledge of instructional technology equipment and applications; on-line services.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
4. Demonstrated and sustained ability to perform all the necessary physical and mental functions of active job performance in this position.

Employment Terms:

Salary and work year to be determined by the Board of Education.
12 Month position. Hours will be flexible as determined by the administration.

Job Functions and Responsibilities:

1. Repairs, maintains, and upgrades technology-related equipment.
2. Assists Technology Director in maintaining the physical network infrastructure.
3. Sits as a member of the technology committee.
4. Answers help desk calls and keeps record of all service calls.
5. Installs and maintains computers, printers and related equipment.
6. Keeps accurate records of technology inventory and surplus inventory.
7. Loads software as needed on district computers.
8. Provides technical support to end users.
9. Works with vendor technical support help desks to find solutions to the problems related to their items.
10. Operates standard and specialized electronic devices in testing and troubleshooting computers and other technology-related equipment.
11. Maintain an inventory of components needed to make timely repairs.
12. Uses a work-order tracking system for routing repair and maintenance of equipment.
13. Refers complex problems to the technology director and/or outside vendor.
14. Assures connectivity of peripheral devices.
15. Performs other duties within the scope of employment as may be assigned.

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Evaluation:

Performance of this job will be evaluated quarterly within the first three years; then annually after three years of satisfactory performance. Evaluations will be done by the Technology Director.

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Approved **Date**

First Reading Board of Education: October 20, 2015

Second Reading Board of Education: November 3, 2015

TITLE:

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:6-10
Dismissal and reduction in compensation of persons under tenure in public school system
N.J.S.A. 18A:16-2
Physical examinations; requirement
N.J.S.A. 18A:25-2
Authority over pupils
N.J.S.A. 18A:26-1
Citizenship of teachers, etc.
N.J.S.A. 18A:26-1.1
Residence requirement prohibited
N.J.S.A. 18A:26-2
Certificates required; exception
N.J.S.A. 18A:27
Employment and contracts
N.J.S.A. 18A:28-3
No tenure for non-citizens
N.J.S.A. 18A:28-5
Tenure of teaching staff members
N.J.S.A. 18A:28-8
Notice of intention to resign required
N.J.A.C. 18A:37-2

Discipline of pupils
N.J.A.C. 6:3-4.1
Supervision of instruction; observation and evaluation of non-tenured teaching staff members
N.J.A.C. 6:3-4.3
Evaluation of tenured teaching staff members
N.J.A.C. 6:8
Thorough and efficient system of free public schools
N.J.A.C. 6:11-3.1
Certificate required
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. 6:11-5
Requirements for instructional certificate
N.J.A.C. 6:11-6
Endorsements on the instructional certificate
N.J.A.C. 6:29-7.4
Requirements of physical examinations
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.
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