

ROSELAND SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: **COMPUTER TECHNICIAN**

QUALIFICATIONS:

1. Valid A+ Certification
2. Experience with the operation, maintenance, upgrading, and repair of desktop and laptop computers, iPads, Chromebooks and related peripheral devices.
3. Experience with various operating systems, including: Windows XP, Vista, and Mac OSX.
4. Experience with desktop applications including MS Office.
5. Experience with the operation, maintenance, and repair of audiovisual equipment.
6. Strong organizational skills and ability to prioritize work.
7. Experience working in an environment of technical and nontechnical staff
8. Knowledge of district-wide hardware
9. Ability to communicate and work effectively with students, staff, parents, community groups and organizations.
10. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Principal

JOB GOALS: Maintain district technology equipment; support end users in technology implementation and integration; serves as the webmaster and maintains the district's website.

PERFORMANCE RESPONSIBILITIES:

1. Troubleshoot and repair computer equipment and peripherals as necessary.
2. Install microcomputer software, provide software and operating system customization and hard disk management.
3. Chromebook Administration. View user profiles and your organizational structure, create new groups in the Admin console, manage members of groups created in the console, manage group access settings, and delete groups from the console, create, read, update, and delete organization units, restore deleted users, manage Chrome and mobile devices listed in your console, Change service settings and permissions, reset passwords

PERFORMANCE RESPONSIBILITIES:

- for users who aren't administrators, both in the Admin console and via the Admin API. Turn services on or off. Troubleshoot and repair Chromebook equipment and send to repair as necessary.
4. iPad management and implementation through Casper Suite. Re-assignment and re-imaging of iPad through iTunes. Installation of apps and updating of apps. Updating of iOS on iPads. Maintain and troubleshoot iOS devices.
 5. Provide basic instruction to all district users in the operation and techniques of preventive maintenance for all microcomputers and mobile devices.
 6. Track and document all work requests.
 7. Troubleshoot and repair audiovisual equipment as necessary.
 8. Provide basic instruction in audiovisual equipment operation and techniques of preventive maintenance as required.
 9. Assist building level audiovisual and library media center personnel as required.
 10. Responsible for network backups.
 11. Responsible for entering new users into the network as well as deleting user that have left the district. Ensuring that all users have a home directory and email account.
 12. Responsible for setting up images for each different type of Dell model computer in district for ease of reinstallations.
 13. Configuring new computers to connect to the network. Assist end users in setting up email, Internet access, printers, scanners, digital cameras and any other software application.
 14. Troubleshooting malfunctioning computers and being able to replace hardware (hard drives, memory, video cards).
 15. Maintain confidentiality of the district's student, personnel and financial records.

PERFORMANCE RESPONSIBILITIES:

16. Assist in any district wide technology effort
17. Participate in school/district technology meetings as required.
18. Maintains the district's website. Ensures that the information is up to date and serves as the district's webmaster.
19. Performs other duties within the scope of his/her employment and certification as may be assigned by the building administrator.

TERMS OF EMPLOYMENT:

This is a full time twelve month position. Compensation is determined annually by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation.

APPROVED: September 27, 2012

REVISED: December 8, 2016