

**WINSLOW TOWNSHIP SCHOOL DISTRICT
JOB DESCRIPTION**

EXHIBIT NO. X11A:1

TECHNOLOGY TECHNICIAN

QUALIFICATIONS:

- Minimum of an Associate's Degree in Computer Science, Engineering, or Technology related field
- Minimum of two (2) years' experience in a technology related position, working within a school district (preferred)
- Experience in computer hardware troubleshooting and repairs
- Experience with managing Office 365, Google Suite, Windows 11, Chrome OS, IP Cameras, IP Phone Systems, and Ruckus wireless
- Experience with basic computer installation
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Assistant Superintendent

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Demonstrate thorough knowledge of computer systems and IT components (Windows 10, Chrome OS)
2. Troubleshoot and resolve computer related issues.
3. Provide technical support in planning and maintaining an efficiently operating network system.
4. Assist with maintaining an inventory of technology equipment, software, and resources.
5. Demonstrate effective written and verbal communication skills.
6. Provide hardware and software support throughout the district on multiple platforms and peripherals.
7. Ability to physically repair PC's and Chromebooks, as needed.
8. Offer timely technical support and training on computer use.
9. Ability to lift up to 50 pounds or more and can climb a ladder, as needed.
10. Ability to troubleshoot and resolve level 1 and 2 computer and network related issues.
11. Assist in any other area of technology as needed.

TERMS OF EMPLOYMENT: This is a twelve month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with State Statutes and the Board's policy on evaluation.

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STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 7/12/2023