

**SOUTH BERGEN JOINTURE COMMISSION
JOB DESCRIPTION**

TITLE: DISTRICT TECHNOLOGY SUPPORT

- QUALIFICATIONS:**
1. High School diploma or equivalent.
 2. Basic technical knowledge, experience and/or training to install, operate, repair and maintain computer devices and other electronic equipment.
 3. Experience and/or knowledge of setting up computer devices and peripherals.
 4. Ability to follow instructions carefully for desktop, laptop and network configurations.
 5. Compliant with SBJC rules and regulations for technology usage.
 6. Understanding of software and hardware licensing requirements in order to remain compliant.
 7. Experience and/or knowledge of disconnecting and reconnecting computer devices, etc.

REPORTS TO: District Technology Coordinator

JOB GOALS: To provide technology support for staff as needed and appropriate.

PERFORMANCE RESPONSIBILITIES:

1. Provide tech support for basic user technology end-user items.
2. Provide diagnosis of computer, laptops and peripheral equipment.
3. Assist with printer, Smart Board and device functions (e.g., print error, ink replacement, bulb replacement, proxy settings, cache, etc.).
4. Troubleshoot problems and submit technology work orders as necessary.
5. Respond to outages as directed by the Technology Coordinator.
6. Assist users with basic software application use.
7. Provide input on software and hardware deployment to best meet the needs of the students.
8. Assist with district data entry requirements.
9. Other duties that may be assigned to support the use of technology in school settings.

TERMS OF EMPLOYMENT: 10 Months (part
Holidays - As scheduled on the professional 12 month calendar
Other terms as specified in the professional contract.

EVALUATION: Annual review conducted by supervisor.

ADOPTED BY THE BOARD OF EDUCATION:



Michael Kuchar, Ph.D.
Superintendent