FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: COMPUTER TECHNICIAN – APPRENTICE (Tier 1)

QUALIFICATIONS:
- Knowledge of Windows OS, Mac OS, and Google Apps for Education or other cloud based systems
- Some experience troubleshooting technology related problems
- Preferred BA/BS or Associate's degree in a related field and/or appropriate certifications or in the process of completing any of these requirements
- Indication of deductive reasoning skills
- Ability to follow directions with potential for greater autonomy
- Cultivates a positive relationship with fellow workers, teachers, and administrators and recognizes importance of client satisfaction.
- Evidence of good interpersonal skills

REPORTS TO: Supervisor of Technology

JOB GOAL: Support district technology devices and infrastructure by ensuring prompt repairs, maintenance, and upgrades.

PRIMARY PERFORMANCE RESPONSIBILITIES:
1. Operate a personal computer using software diagnostics or hardware procedures to determine basic capabilities, hardware components, capacity, operating system environment (Windows and Mac OS.)
2. Configure Windows and Mac OS laptops and desktops and Chromebooks.
3. Install, setup, and troubleshoot all Windows and Mac OS devices and Chromebooks.
4. Diagnose, add, and repair computer, and peripheral hardware, and operating system failures.
5. Deploy and troubleshoot network printers.
6. Deploy wireless access points.
7. Perform any other such duties as the Supervisor of Technology may deem necessary in order to effectively coordinate the program.

TERMS OF EMPLOYMENT: Salary for a twelve-month work year to be determined by the Board.

EVALUATION: Performance of this job will be evaluated annually by the Supervisor of Technology in accordance with the Board's policy on evaluation.

APPROVED BY:_____ Board of Education_____

INTRODUCED: 2/26/18_____Approved: 2/26/18_____