



Flemington-Raritan Regional School District JOB DESCRIPTION

Job Title: Technology Department General Assistance
Reports To: Supervisor of Technology

Job Goal: Support district technology personnel by assisting with device and infrastructure repairs, maintenance, and upgrades.

Qualifications:

- Knowledge of Windows OS, Mac OS, and Google Apps for Education or other cloud-based systems
- Some experience troubleshooting technology related problems
- 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

Essential Duties:

- Support the management of the K-8 iPad and Chromebook 1:1 program.
- Organize and maintain accurate logs, spreadsheets, and notes for student device deployment.
- Provide technical support through the District tech support phone number and email.
- Diagnose, add, and repair computer, and peripheral hardware, and operating system failures.
- Perform any other such duties as the Supervisor of Technology may deem necessary in order to effectively coordinate the program.
- Performs all other duties as assigned to ensure the safety and efficient operations of the District.

Evaluation of Performance:

Performance in this position will be evaluated annually by the Supervisor of Technology.

Physical Demands:

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT:

- Position is temporary to support online learning during the Pandemic.
- Position requires criminal history background check
- 20 hours per week, weekdays between 8 a.m. - 4 p.m.
- \$14 per hour (Non-Affiliated Staff)

BOARD APPROVAL DATE: October 1, 2020

CERTIFIED BY: _____