

ANTICIPATED JOB VACANCY

UPPER TOWNSHIP SCHOOL DISTRICT

TO: ALL INTERESTED PERSONS
FROM: VINCENT J. PALMIERI JR., SUPERINTENDENT
DATE: AUGUST 16, 2022
RE: DISTRICT TECHICIAN

POSITION: DISTRICT TECHICIAN
START DATE: SEPTEMBER 1, 2022
REQUIREMENTS: SEE JOB DESCRIPTION ATTACHED
RATE OF PAY: TBD
DEADLINE: AUGUST 26, 2022

**INTERESTED APPLICANTS SHOULD EMAIL LETTER OF INTEREST AND RESUME
TO: NICOLE LODER, LODER.NICOLE@UPPERSCHOOLS.ORG**

AA/EOE

Upper Township School District

Job Description

Business/Plant Operations District Technician C-9

TITLE: DISTRICT TECHNICIAN

QUALIFICATIONS:

1. Successful experience in troubleshooting and repairing computer equipment; A+ Certification preferred.
2. Has demonstrated aptitude and competence for assigned responsibilities.
3. Effective problem solving and human relations skills.
4. Strong organization skills.
5. Requires criminal history background check and proof of U.S. citizenship.
6. Has previous job experience in areas of responsibilities.

REPORTS TO: Superintendent and District Supervisor of Technology

JOB GOAL: To execute all the duties listed below

PERFORMANCE RESPONSIBILITIES:

1. To support the District Supervisor of Technology in providing for the technological needs of the district's schools by assisting with the installation of district approved hardware and software.
2. To repair any computer and computer related equipment within the scope of expertise and perform diagnostic service.
3. To maintain records pertaining to maintenance and upgrades.
4. To assist the District Supervisor of Technology in maintaining an accurate and updated inventory of technology equipment.
5. To resolve technology Help Desk requests as assigned by the District Supervisor of Technology.
6. To provide technical support for computerized standardized state assessments.
7. To perform preventative maintenance, troubleshoot and repair interactive whiteboards and projectors in classrooms and offices.

Upper Township School District

Job Description

8. To assist the District Supervisor of Technology in maintaining the District phone system.
9. To perform preventative maintenance, troubleshoot and repair printers in classrooms and offices.
10. To maintain an inventory of parts and used equipment in order to repair technology in classrooms and offices.
11. To attend to personal professional development, in order to stay current with industry needs.
12. To provide technical support for staff in person and via phone.
13. To assist the District Supervisor of Technology in maintaining network, server, wireless and Internet infrastructure for the schools.
14. To make recommendations for the technology budget including upgrades, repair and replacement cycle.
15. To assist the District Supervisor of Technology in supporting server based information and communication systems (Student Information System, Email, Library, Website, Cafeteria, Google Apps for Education, Accounting/Payroll/Human Resources, etc.).
16. To perform all other duties assigned by the Superintendent of Schools.

TERMS AND CONDITIONS OF EMPLOYMENT:

Twelve months. Salary to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated by the Superintendent of Schools and the District Supervisor of Technology.

APPROVED BY: Upper Township Board of Education

DATE: May 12, 2008