LACEY TOWNSHIP SCHOOL DISTRICT

JOB TITLE: Computer Repair Technician

QUALIFICATIONS:
1. Must have experience with computer and office equipment repair and maintenance.
2. Must have experience with computer peripherals, database and software applications.
3. Must possess strong communication and interpersonal skills.
4. Demonstrated knowledge of computer networks, enterprise systems, and system integration.
5. Demonstrated ability to function effectively in a diverse and dynamic work environment.
6. Demonstrated aptitude or competence for assigned responsibilities.
7. Able to maintain LANS, upgrade technologies, and provide simple diagnostic services to computer devices, printers and other hardware.
8. Must be able to work independently and prioritize responsibilities to ensure projects meet deadlines.
9. Ability to work flexible hours as needed to support the needs of the district.
10. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Supervisor of Information Technology

JOB GOALS: Develop and maintain the school technologies in a way that best utilizes the potentials of the equipment for both the educational excellence of the instructional programs and the individual enrichments of the students and staff of the Lacey Township Schools. Facilitate the acquisition and installation of computer hardware and software, the operation of computer systems, and the development of application software and maintenance of computer systems for school and work improvement initiatives.

PERFORMANCE RESPONSIBILITIES:
1. Plans, organizes, schedules, implements and maintains various technology systems that support effective and appropriate environments in the workplace.
2. Manages technology projects including, but not limited to installation of computer hardware and software, training of users, operation of technology systems, and support for application software.
3. Works within the school budget and works with appropriate personnel to maximize resources for technology.
4. Prepares or supervises the timely preparation of requested reports, records, lists and other paperwork appropriate for the improvement of district operations.
5. Maintains positive relationships with all staff, students, parents and the community members as required in the completion of assigned tasks.

6. Maintains and prepares inventories of school property and oversees the security of that property.
7. Assists with the continuous improvement of the district through technology support and planning.
8. Serve as a resource to district personnel on computer application matters including analysis, planning and strategy formulation.
9. Is available for emergency situations that arise in the information technology area.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board of Education.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the boards' policy on evaluations.

Approved by: Lacey Township Board of Education

Date Approved: February 19, 2019