GREAT MEADOWS REGIONAL
BOARD OF EDUCATION

JOB DESCRIPTION

TITLE: **COMPUTER TECHNICIAN**

QUALIFICATIONS:

- HS Diploma, Associate Degree in Technology or Technology School Degree in Technology preferred.

Required criminal history background check

Experience in maintaining and repairing of computer hardware.

New Jersey residency required

REPORTS TO: Superintendent

JOB GOAL: Simple maintenance tasks on computers such as defrag and scan disk, replace ink cartridges in printer, install software and report to technology director hardware problems needing repair.

PERFORMANCE RESPONISBILITIES:

1.   All preventive maintenance on computers and servers.

2.   All preventive maintenance on printers.

3.   Installing all software and reinstalling operating systems.

4.   Maintain basic inventory of drive images for labs.

5.   Troubleshoot and repair all software and hardware problems.

6.   Configure all workstations for network access.

7.   Instruct teachers and answer questions in regards to operating system, e-mail and internet use.

8.   Install cabling and wiring to enable networking and TV broadcasting.

9.   Order all supplies and equipment needed to maintain and upgrade computers, servers and printers.

10.   Upgrade computer hardware and build computers as required.

11.   Obtain and distribute virus dat. files.

12.   Install and maintain TV broadcast equipment such as modulators and head-end combiners to create and maintain TV broadcasts.

13.   All other duties as assigned.

TERMS OF EMPLOYMENT :   Twelve month continued employment

EVALUATION : Performance of this job will be evaluated in accordance with state law and
                the Provisions of Board policy and will be completed by the Superintendent

Revised: Dec. 17, 2019   _____ ____

                                                Employee Signature