



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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I. POSITION: COMPUTER TECHNICIAN

II. QUALIFICATIONS:

- 2 years or more experience hardware and software support, or, completion of technical school program in computer repair and support.
- Prefer MCSE and MCP certifications
- Thorough knowledge of PC workstation use in a networked environment
- Thorough knowledge of printer management, both stand alone and networked.
- Good organizational skills
- Self-starter, service mentality.
- Ability to work well with others.
- Good oral and written communication skills and professional attitude.
- Good physical condition, provides own transportation, and holds valid NJ Driver's License.

III. PRIMARY FUNCTIONS:

- Provide end-user assistance
- Installation, and maintenance of district hardware
- Printer support and repair
- Supply ordering in conjunction with the Director of Technology

IV. REPORTS TO: Director of Technology



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V. RESPONSIBILITIES

- Provides trouble shooting and repairs for individual workstations and printers. If machines are under warranty, handles the necessary steps to have the warranty honored and the machine repaired.
- Provides first-line problem solving for application issues
- Hardware and software installation
- Provide end-user assistance
- Tracks supply of parts and cartridges for district computers and printers. When supply is low, orders through department procedures.
- Moves and sets up equipment for special meetings and presentations as necessary.
- Assists district staff in the proper use of hardware, software and operating systems.
- Participates in the installation, configuration and testing new operating systems, patches, upgrades and management scripts
- Inventory maintenance
- Supports the Systems Administrator as needed
- Prepares documentation as required by the Director
- Works with other technology staff in problem solving and development

VI. TERMS OF EMPLOYMENT

- A. Twelve month position with compensation to be determined by the Board of Education.
- B. 40 hour week - scheduled hours to be agreed upon by Director of Technology and Business Administrator
- C. 10 days of vacation upon completion of 1 year.



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VII. EVALUATION

- A. Performance of this job will be evaluated annually in accordance with provisions of the Board of Education policy on Evaluation of Professional Personnel.

VIII. BENEFITS: Benefits are available to full time employees per the negotiated contract

BOE Approval Date:
BOE Review Date: