

**GLASSBORO PUBLIC SCHOOLS**  
**Glassboro, New Jersey**

**JOB DESCRIPTION**

TITLE:                               **Computer Technician**

QUALIFICATIONS:     Should have a college degree or commensurate work experience. Certification a plus. Two (2) or more years supporting personal computers. A+, Net+ or MCSE certification or equivalent work experience. College experience or degree in Information Systems or Computer Science preferred. Experience with MS Exchange, Cisco PIX and Cisco network equipment is a plus. Evidence of good moral character as determined by reference checks, fingerprint review and observations. Such alternative or other qualifications as the Board may deem appropriate.

REPORTS TO:                     Director of Technology

JOB GOAL/MAJOR FUNCTIONS:

Computer Support Technician – In charge of maintaining and troubleshooting student and staff devices. This includes but not limited to ensuring that each device is in working order. In charge of order replacement parts as well as installation of those replacement parts. Software maintenance, upgrades, and troubleshooting of any software and hardware related issues. Computer support technician is responsible for escalating an issue with the systems administrator as needed.

1. Install, maintain, and support Windows Desktop Operating systems and application software.
2. Install, maintain, repair, and support all personal computers, laptops, servers and peripheral equipment such as printers, scanners, etc.
3. Basic server and user administration for all district users.
4. Help monitor and maintain network security through web filters, network access control and spam filters.
5. Assist Director of Technology with other systems including but not limited to voice system, facility access systems and managed print services.
6. Such other duties as assigned by the Director of Technology.

TERMS OF EMPLOYMENT:

(12) month contracted position.

EVALUATION:

Performance in this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.