

JOB DESCRIPTION

**Mount Olive Township
School District**

227 U.S. Route 206 Suite 10
Flanders, NJ 07836



DESCRIPTION OF POSITION

Job Title: **Technology Support Specialist**

Terms of Employment: Twelve (12) months, non-affiliated, salary based upon negotiations with the Board of Education..

Reports to: Director of Technology & Innovation

QUALIFICATIONS

- Knowledge of GSuite for workspace and Active Directory Services.
- Understanding of current operating platforms, computer hardware, associated peripherals, and software applications.
- Ability to inspect, assess, troubleshoot and repair computer systems, hardware and software. Ability to establish and maintain cooperative working relationships with staff, administration, and other technicians.
- Ability to lift 35 pounds and have a valid NJ drivers license.
- 1-3 years of industry experience and relevant industry certification(s).

JOB SUMMARY

- Ensures that technology-related systems in the building operate efficiently and effectively by troubleshooting and repairing equipment.
- Provides exemplary customer support to building administration, staff, and end users.
- Serves as the technical expert in the building and provides guidance for Instructional Technology Coaches.

RESPONSIBILITIES

- Provides technical support and guidance to administration, teachers, staff and students in the building.
- Assembles, installs, maintains, configures, diagnoses and repairs the building computer hardware and software including desktops, laptops, Chromebooks,

interactive boards, projectors, printers, copiers and other building technology equipment.

- Maintains, documents and backs inventory of building technology assets accurately.
- Understands building-based current issues and future initiatives by attending faculty meetings, collaborating with building-based administrations, instructional technology coaches, and providing representation at Technology team meetings.
- Assists in the support of software applications including end user access to Email, Google Workspace, SIS, Active Directory, Apple (JAMF) and other software.
- Assists in the installation of network cabling, routers, switches, access points and other network devices.
- Supports other technicians on technology projects and works collaboratively to identify solutions addressing building technology issues.
- Participates successfully in relevant professional development, course work and training as needed.
- Assumes other duties as required for efficient operations as directed by the administration with accuracy, thoroughness and completeness of job.

EVALUATION

Job performance will be evaluated by the Technology Operations Manager with input from the Building principal according to state law, regulation and building evaluation standards and practices

APPROVAL

Adopted: Date: September 18, 2023

Reviewed: Date

Approved: Date

Revised: Date