



## HADDONFIELD BOARD OF EDUCATION

95 Grove Street  
Haddonfield, New Jersey 08033

### Job Description

POSITION: Educational Technology Device Assistant

QUALIFICATIONS:

- A. High School Graduate.
- B. Familiarity with Windows Operating Systems, Chrome OS and Google Admin console preferred.
- C. Ability to work independently in a highly customer-focused environment.
- D. Must be able to physically move technology equipment up to 50 pounds including but not limited to: Chromebooks, Desktop computers, printers, monitors, and other peripherals.
- E. Ability to communicate effectively with all levels of technology users.
- F. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- G. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
- H. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

PRIMARY FUNCTION:

- A. Confidential employee who must assist with user account/email/data maintenance that will have exposure to confidential information
- B. Install, support, and maintain PC software in a Windows environment as well as Google Apps in a Chrome OS environment.
- C. Install, support and maintain devices for the District 1:1 program.
- D. Maintain and set up audio-visual equipment for scheduled and impromptu events.

REPORTS TO: Director of Technology

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Resolve TroubleTrakkers as assigned by the Technology Director in a timely and courteous fashion.
- B. Assist with deployment and imaging of district PC's, Laptops, and other devices.
- C. Assist with desktop support for district staff and students.
- D. Assist with 1:1 Program - Facilitate asset/inventory management policies and procedures
- E. Assist with 1:1 Program - Facilitate warranty and non-warranty repairs.
- F. Assist with Installation, troubleshooting, and maintenance of classroom Interactive Panels, projectors, and sound systems.

- G. Assist with maintaining documentation such as inventory, operating procedures, and service records relating to all aspects of technology.
- H. Assist with the physical labor associated with moving or unpacking new/existing technology equipment.
- I. Additional projects assigned by Technology Director

**TERMS OF EMPLOYMENT:** Twelve-month position. Salary and work year to be established by the Board

Salary Range: Per negotiated agreement

**EVALUATION:** The performance of this job will be evaluated annually by the Director of Technology per provisions of the Board of Education policy on the Evaluation of Professional Personnel.

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

Approval Date:

BOE Review Date:

## **Legal References:**