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:

- N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:26-1.1 Residence requirement prohibited
- N.J.S.A. 18A:27 Employment and contracts
- N.J.S.A. 18A:28-3 No tenure for noncitizens
- N.J.S.A. 18A:28-5 Tenure of teaching staff members
- N.J.S.A. 18A:28-8 Notice of intention to resign required
- N.J.A.C. 6A:9B-10.13 Technology education
- N.J.A.C. 6A:9B-11.3 Authorization
- N.J.A.C. 6A:9B-11.6 Supervisor
- N.J.A.C. 6A:9B-13 Acting administrators
- N.J.A.C. 6A:32-5.1 Standards for determining seniority
- N.J.A.C. 6A:32-6 School employee physical examinations
- Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.
- Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.