

# Job Description

**Linden Board  
of Education**



Non-Certified

Technology Technician

## QUALIFICATIONS

1. Bachelor's degree in computers, engineering, technology, science, or mathematics preferred.
2. Required criminal history check.
3. Experience with operating audiovisual equipment, computers, computer tablets, sound systems, and other technical equipment.
4. Strong knowledge of computer hardware, software, and network systems.
5. Experience with Windows and macOS operating systems.
6. Familiarity with educational technology and software applications.
7. Excellent problem-solving and communication skills.
8. Ability to work independently and as part of a team.
9. Strong organizational skills and attention to detail.
10. Ability to lift and move computer equipment (10+ pounds)

REPORTS TO

Director of Technology

## FUNCTIONS

The Information Technology Technician is responsible for providing technical support and maintenance of the district's computer systems, networks, and related technology. This role involves troubleshooting hardware and software issues, assisting with the implementation of new technologies, and ensuring the smooth operation of all IT systems to support the educational and administrative functions of the district.

## MAJOR DUTIES AND RESPONSIBILITIES

- 1) Technical Support
  - a) Provide technical assistance and support for incoming queries and issues related to computer systems, software, and hardware.
  - b) Respond to and resolve help desk requests in a timely manner.
  - c) Assist staff and students with the use of technology, including computers, tablets, and audiovisual equipment.
- 2) System Maintenance
  - a) Install, configure, and maintain computer hardware, software, and peripherals.
  - b) Perform regular maintenance and updates on district computers and network systems.
- 3) Troubleshooting
  - a) Diagnose and resolve hardware and software issues.
  - b) Perform repairs and replacements of faulty equipment.
  - c) Maintain accurate records of repairs and maintenance activities.
- 4) Training and Support
  - a) Provide training to staff and students on the use of technology and software applications.
  - b) Develop and maintain user guides and documentation for commonly used systems and applications.
- 5) Inventory Management
  - a) Maintain an inventory of all district technology equipment.
  - b) Assist with the procurement and disposal of technology assets.
- 6) Security and Compliance
  - a) Ensure the security of the district's IT systems and data.
  - b) Assist with the implementation of IT policies and procedures to comply with district, state, and federal regulations.
- 7) Board of Education Support
  - a) Provide technical support for a minimum of four Board of Education meetings or other after hour events per year.
- 8) Other duties within the scope of employment may be assigned by the Superintendent and/or immediate supervisor. .

## TERMS OF EMPLOYMENT

Full-time position with occasional evening or weekend work required. Work is performed in an office environment and throughout the school district. The Board of Education appoints upon recommendation of the Superintendent. Salary is determined by the board consistent with the negotiated LEA agreement. Work-Year 12 month.

## EVALUATION

Performance of this job will be evaluated in accordance with

provisions of Board of Education policy on evaluation of non-certified personnel.

DATE ADOPTED September 28, 2023

DATE UPDATED March 20, 2025