

# Job Description

**Linden Board  
of Education**



Non-Certified

Technology Technician (Part-time)

## QUALIFICATIONS

1. Proficiency in Adobe Creative Suite (Premiere, After Effects, Photoshop, Illustrator, InDesign, Audition)
2. Strong portfolio showcasing skills in motion graphics, video editing, graphic design, and print-ready file preparation
3. Experience in cinematography, from filming to post-production
4. Familiarity with web development principles (HTML/CSS/JavaScript basics are a plus)
5. Knowledge of garment printing, embroidery, and engraving formats and specifications
6. Excellent organizational, communication, and multitasking skills
7. Ability to adapt quickly and work independently or in a team environment
8. Flexibility in schedule and work location
9. Ability to travel to multiple site locations
10. Ability to carry 50 lbs

## REPORTS TO

Director of Technology

## FUNCTIONS

The Technology Technician provides creative and technical support to the Linden Board of Education, focusing on multimedia content production, graphic design, and basic web development.

## MAJOR DUTIES AND RESPONSIBILITIES

- 1) Video Production & Editing
  - a) Edit and produce high-quality video content using Adobe Premiere Pro and After Effects
  - b) Create engaging motion graphics and visual effects to enhance video content
  - c) Capture and edit footage with strong attention to cinematography principles
- 2) Graphic & Print Design

- a) Design assets using Photoshop, Illustrator, and InDesign for both digital and print materials
- b) Prepare layout and artwork for garment companies, embroidery, and engraving projects, ensuring proper formats and specifications
- c) Maintain consistency with brand guidelines across all visuals
- 3) Audio Production
  - a) Edit and optimize audio using Adobe Audition for video, podcast, or promotional content
- 4) Web Development
  - a) Assist in basic web development tasks, including maintaining landing pages and updating digital content
  - b) Collaborate with developers and designers to ensure cohesive digital experiences
- 5) Collaboration & Project Management
  - a) Work closely with the marketing, production, and product teams to align creative assets with business goals
  - b) Manage multiple projects simultaneously and meet tight deadlines
- 6) Performs other related duties that may be assigned by the Superintendent and/or immediate supervisor

**TERMS OF EMPLOYMENT**

The Board of Education appoints upon recommendation of the Superintendent. Salary 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**

May 29, 2025

**DATE UPDATED**

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