NEPTUNE TOWNSHIP BOARD OF EDUCATION
Neptune, New Jersey 07753
Job Description

TECHNOLOGY ENGINEER III

QUALIFICATIONS:

1. Associates degree or 2 years of technical training.
2. Ability to troubleshoot and diagnose hardware and software issues.
3. Ability to problem solve and work in a team environment.
4. Ability to coordinate and promote technological continuity within the District.
5. Experience in PC and Macintosh platforms, Windows server environments, Microsoft Office, LAN support and maintenance, imaging computers via Ghost, installing & maintaining Smart boards, managed laptop carts, iPads/tablets, networked printers and copiers, and CAT 5/6 cabling. Powerschool experience preferred.
6. Three years of comparable work experience.
7. Required criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO:

Manager of Information Technology

JOB GOALS:

To assist the Manager of Information Technology in providing non-instructional and support services in relation to the district-wide computer network for both instructional and administrative purposes; the intent being that all computer related technology is in operable condition and is being used effectively and to the maximum extent possible.

PERFORMANCE RESPONSIBILITIES:

1. Install new hardware and software on the network.
2. Provide consultation to district administrators and teachers on implementing technology into offices and classrooms.
3. Maintain total network security, and the confidentiality of all network traffic and stored data.
4. Determine technology needs for the district and acquire hardware and software, as directed, to meet those needs.
5. Troubleshoot in-warranty repairs and contact the vendors.
6. Evaluate new software and hardware to determine usefulness and compatibility with existing software and hardware.
7. Troubleshoot PC based software/hardware and network communication problems.

8. Develop a systematic, prevention-oriented approach to routine network maintenance tasks.
9. Perform other related duties as assigned within the scope of the employment contract or as may be assigned by his/her superiors under Authority of the Board of Education.

TERMS OF EMPLOYMENT:

Twelve (12) month position working the school district calendar. Salary to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's Policy on Evaluation of Professional Personnel.

Adopted by the Board: August 31, 2011

Readopted by the Board: October 29, 2025