



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:

Computer Technician –
Elementary

REPORTS TO:

Director of Technology

QUALIFICATIONS:

- A-Plus or MCP Certification require
- Understanding of Active Directory
- DNS and DHCP
- Understanding of routers, network, switches
- Ability to manage a network or school
- Experience in computer hardware/software repair and maintenance required
- Knowledge of application software required

GENERAL DESCRIPTION:

Works with the Director of Technology and the Network Administrator, the Technology Support Staff Computer Technician will manage academic and administrative technology systems and support the integration of technology at all levels.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Assists the District Technology Coordinator as appropriate with inventories, outsource repair arrangements, district network maintenance/administration, and evaluation of hardware/software.
2. Supports and maintains the following computer platforms:
 - a. Network Clients: Windows 7/8, XP and Mac OS 10 Lion, Android
 - b. Network Protocols: TCP/IP, Bonjour
 - c. Network Printers and copiers
 - d. Handheld devices (including but not limited to): iPad, iPhone, Android
3. Supports the school's network system for students, faculty and staff in conjunction with Director of Technology and the Network Administrator.
4. Supports the school's help-desk ticketing system by responding to problems assigned by Help Desk System.
5. Configures and installs new hardware including network equipment.
6. Manages and directs upgrades and/or repair of existing hardware.
7. Installs, configures, applies security patches and upgrades.
8. Maintains expertise in computer technology and provide suggested improvements and advancements to school's system.
9. Provides any assistance pertaining to any technology questions, including those that are not directly related to computer or phone systems.
10. Works with the Director of Technology to assist in the Technology Department Budget.
11. Works with the Director of Technology to advance the NJ State Local District Technology Plan.
12. Performs such other tasks and assume such other responsibilities as assigned by the District Technology Coordinator and/or Superintendent.
13. Performs such other duties as assigned by the Director of Technology.

WORK YEAR: Twelve-month position	
DATE APPROVED:	
BY:	