



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

POSITION: Educational Technology Device Assistant

REPORTS TO: Director of Technology

QUALIFICATIONS:

- A. High School Graduate.
- B. Familiarity with Windows Operating Systems and Chrome OS preferred.
- C. Ability to work independently in a highly customer-focused environment.
- D. Must be able to physically move computer equipment up to 50 pounds including but not limited to: 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.

PRIMARY FUNCTION:

- *Confidential employee* who must assist with user account/email/data maintenance that will have exposure to confidential information
- Install, support, and maintain PC software in a Windows environment.
- Install, support and maintain devices for the District 1:1 program.
- Maintain and setup audio-visual equipment for scheduled and impromptu events.

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Resolve TroubleTrakkers as assigned by 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 with compensation to be determined by the Board of Education.
- Scheduled hours to be agreed upon by Director of Technology.

EVALUATION: Performance of this job will be evaluated by the Director of Technology annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

BENEFITS: Benefits are available to full time employees per the negotiated contract.