

**RIVER VALE SCHOOL DISTRICT
RIVER VALE, NEW JERSEY**

JOB DESCRIPTION

TITLE: NETWORK TECHNICIAN

QUALIFICATIONS: Working knowledge of, and experience with, the use of technology within a multiplatform wide area network; experience working with software, hardware, and peripherals; high level of interpersonal skills; should be creative, flexible, and persuasive; teaching, educational services or administrative certification not required.

REPORTS TO: Director of Educational Technology and/or designee

JOB GOAL: Assist in the maintaining of the district technology, including but not limited to the hardware, software, and infrastructure. To perform hardware/software diagnostics to investigate and resolve problems and to provide technical assistance and support to administrators and staff by telephone, in written form, e-mail, or in person.

Specific Duties and Responsibilities:

1. Set up equipment for staff and student use, performing or ensuring proper installation of cable, operating systems, and appropriate software.
2. Answer users' inquiries regarding computer software and hardware operation to resolve problems.
3. Install and perform repairs to hardware, software, and peripheral equipment.
4. Performs necessary tests, repairs, and maintenance on Computers, associated peripherals, and computer network equipment.
5. Oversee the daily performance of computer systems.
6. Provide network support, including installation of network hardware, software and systems.
7. Provide support to the district's LAN (local area networks), WAN (wide area networks) and VoIP.

8. Installs and tests new hardware, hardware upgrades and software as needed and/or directed.
9. Picks up, repairs and delivers equipment when requested.
10. Provide technical assistance on uses of microcomputers to staff, school, and sites.
11. Provide repair services for all computers, servers, monitors and peripheral equipment.
12. Maintain and update district hardware/software inventory record.
13. Maintain record of daily data communication transactions, problems and remedial action taken, and installation activities.
14. Update personal technological knowledge and skills.
15. Attend workshops and conferences deemed necessary by the Director of Educational Technology.
16. Performs other duties which may be within the scope of his/her employment as may be assigned.

TERMS OF EMPLOYMENT:

Work year and salary to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of noncertified staff.

BOARD APPROVED:

9/7/2010