



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

TECHNOLOGY ASSISTANT

QUALIFICATIONS:

1. Possesses high school diploma (preferred) and training at technical institute (preferred).
2. Demonstrates basic knowledge of technology hardware and software.
3. Demonstrates effective problem solving, communications, organization, record keeping and interpersonal skills.
4. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
5. Such alternatives to the above qualifications as the Board may find appropriate and/or acceptable.

REPORTS TO: Director of Technology, or designee

JOB GOAL: To assist the district's technology department when school is not in session in maintaining the condition of district hardware and software.

PERFORMANCE DUTIES:

1. Work Performance/Work Traits
 - a. Assists in cleaning and maintaining all technology equipment in accordance with the established plan.
 - c. Repairs equipment on site and maintains records of this repair.
 - f. Assists in maintaining an inventory of all computer equipment and parts in the district in accordance with district procedures.
 - h. Installs hardware and/or software as needed.
2. School and Community Relations
 - a. Cooperates and shares professionally with other members of the technology staff.
 - b. Keeps the Director of Technology or designee informed about his/her activities and accomplishments.
3. Professional Improvement
 - a. Strives to maintain and enhance professional competence through professional reading as well as participation in workshops.
4. Other Assigned Tasks

- a. Performs such other duties and assumes such other tasks as may be assigned by the Director of Technology or designee.

TERMS OF EMPLOYMENT: Part-time/seasonal employment. Salary as established by the Holmdel Township Board of Education.

EVALUATION: Performance will be evaluated in accordance with the provision of the Board's policy on the Evaluation of Non-Certified Personnel.

SOURCE: Regular Board Meeting

DATE: May 31, 2017