



TRITON REGIONAL SCHOOL DISTRICT

Respect, Integrity, and Excellence for All

POSITION: *Network & PC Technician*

PURPOSE OF POSITION:

The Network & PC Technician, under the direction of the Director of Technology, manages the day to day maintenance and repairs necessary to keep all district technology hardware and software current and to ensure maximum up time and functionality for end users

REPORTS TO: *Director of Technology*

PERFORMANCE RESPONSIBILITIES:

1. Repair and maintain all computers across the District (High, Middle, and Elementary schools)
2. Perform software updates as needed to keep programs functioning correctly
3. Train users with newly installed software, answering any questions about new updates
4. Replace computer hardware and parts as needed to maintain functionality
5. Request quotes for parts needed for maintenance
6. Request quotes for new hardware and send them to staff for evaluation and ordering
7. Organize and execute warranty repairs through vendors and manufacturers as necessary
8. Build and distribute PC disk images for new PCs and corrupt PCs in need of re-imaging
9. Build and distribute software packages for programs needed on multiple PCs
10. Prepare and configure newly acquired mobile technology (iPads, Laptops)
11. Handle intake, imaging, and deployment of newly acquired PCs across all buildings
12. Assist in research and implementation of new technology with the Director of Technology and NIS Administrator
13. Assist with network related problems when NIS Administrator is unavailable
14. Assist in user requests (changing passwords and adding/removing users from email groups)
15. Evaluate Help Desk tickets and respond to them in a timely manner
16. Ensure that Help Desk tickets are assigned to the correct personnel.
17. Maintain and update hardware inventory as needed

QUALIFICATIONS:

1. A minimum of an Associate's Degree or equivalent industry Certifications/Licensures
2. A minimum of 2 to 3 years of related experience preferred
3. Working knowledge of Windows OS, Mac OS, iOS, Android, PC Imaging, Troubleshooting, Remote Control and Repair, Mobile Technology such as iPads, Printer Installation and Troubleshooting, Basic Networking Technology
4. Prior experience in PC Hardware and Software installation and upgrades
5. Moderate to advance skills using Microsoft Office and Google Suite

ATTRIBUTES:

- Committed to the core values of the district
- An unwavering commitment to student success
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- Able to delegate and exercise good judgment
- Detail oriented
- Able to multi-task

TERMS OF EMPLOYMENT:

- Annual Work Schedule: 260 Days Per Year
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the Superintendent

HIRING RANGE: \$50,000 - \$70,000

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of Non Instructional School Support Personnel