

HELP WANTED

The Merchantville School District is seeking applicants for the following position for the 2012-2013 school year:

IT Technical Support Contracted Service on an hourly basis

Criminal history required.

Send: cover letter, resume, and credentials to:

J. Scott Strong, Chief School Administrator
Merchantville Elementary School
130 S. Centre St.
Merchantville, NJ 08109
Fax # 856 663 5702
strong@merchantville.k12.nj.us

Deadline – 6/15/2012

QUALIFICATIONS:

1. Minimum requirement is a high school diploma (or GED equivalent)
2. Minimum experience as determined by the board; knowledge of computerized master schedule development desirable.
3. Broad knowledge of computers and technology that can enhance the learning process.
4. Knowledge of setting up an infrastructure for a school including managing the server, email accounts and imaging for the computers.
5. Demonstrated ability to communicate and work effectively with the CSA and staff of Merchantville School.
6. Demonstration of communication ability oral and written.
7. Familiarity with Student Management Systems and the ability to navigate them
8. Ability to plan, organize and administer technology support for the entire school.
9. Required criminal history check, finger printing and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Chief School Administrator

JOB GOAL: To help students and teachers in the set up of technology that will enhance the learning process inside the school. To work closely with the administration in order to determine how technology can be utilized in order to support the educational process from Pre-K – 8th grade. To provide leadership in the development, implementation, and coordination of the district's technology plan and implementation to ensure that the school gets the maximum benefit from the technology available.

PERFORMANCE RESPONSIBILITIES:

1. Installing and configuring computer hardware operating systems and applications;
2. Monitoring and maintaining computer systems and networks;
3. Talking teachers and staff through a series of actions, either face to face or over the telephone;
4. Troubleshooting system and network problems and diagnosing and solving hardware/software faults;
5. Replacing parts as required;
6. Providing support, including procedural documentation;
7. Following diagrams and written instructions to repair a fault or set up a system;
8. Supporting the roll-out of new applications;
9. Setting up new users' accounts and profiles and dealing with password issues;
10. Responding within agreed time limits to needs in the school;
11. Working continuously on a task until completion (or referral to third parties, if appropriate);
12. Establishing a good working relationship with the chief school administrator and the staff
13. Testing and evaluating new technology;
14. Conducting electrical safety checks on computer equipment
15. Hardware and Software acquisition and inventory
16. Information dissemination about ways to upkeep the technology to the teachers and staff
17. Remain up to date on new uses of technology in the classroom that will enhance the educational process.
18. Facilitate issues involving the school management system.
19. Performs other related duties as assigned by the Chief School Administrator.

TERMS OF EMPLOYMENT: It is a contracted position where there will be regular meetings set up with the Chief School Administrator and hours to be called in to assist in technology problems. Compensation and specific times to be determined by the board and CSA.

EVALUATION: Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of certified staff.

