

RUMSON SCHOOL DISTRICT

Rumson, New Jersey

TITLE: TECHNOLOGY COORDINATOR ASSISTANT

QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma or two years of work experience including computer operations, data processing or micro-computers.
2. Working knowledge of the capabilities of the computer equipment and software packages utilized by the school district;
3. Ability to instruct others in the use of the computers and software packages;
4. Ability to understand diverse software manuals and their applicability to current curriculum;
5. Ability to establish good relationships with teachers and students;
6. Ability to maintain discipline; good judgment; tact; courtesy; physical condition commensurate with the duties of the position.
7. Required criminal history background check (if position requires contact with the students) and proof of U.S. citizenship or legal resident alien status

REPORTS TO: District Technology Coordinator & School Business Administrator

JOB GOAL: To carry out technology duties necessary for the smooth and efficient operation of the schools.

PERFORMANCE RESPONSIBILITIES:

1. Aids staff in the use of computers and computer software packages & web-based programs;
2. Provides technical and software support for teachers.
3. Aides staff regarding new software acquisitions.
4. Assists District Technology Coordinator in the:
 - Ordering and maintenance of supplies;
 - Installation and configuration of software;
 - Troubleshooting equipment and network problems;
 - Creating and maintaining catalog system for software library;
 - Installing and maintaining the equipment utilized in the computer network;
 - Assists staff in management of web-based programs and district and state reporting;
 - Performs other duties within the scope of employment as may be assigned

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved: January 25, 2017

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TECHNOLOGY COORDINATOR ASSISTANT (continued)

LEGAL REFERENCES:

- N.J.S.A. 18A:6- 7.1 Criminal history record
- N.J.S.A. 18A:16- 1 Officers and employees
- N.J.S.A. 18A:16- 2 Physical examinations; requirement
- N.J.A.C. 6A:32-4.2 Approval of paraprofessional staff
- N.J.A.C. 6A:32-6 School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, Title I Part A, Section 1119 Qualifications for teachers and paraprofessionals, 20 U.S.C.A. 6301 et seq.

Title I Paraprofessionals Draft Non-Regulatory Guidance, November 15, 2002