

**WEST LONG BRANCH PUBLIC SCHOOLS
MONMOUTH COUNTY, NEW JERSEY
ANTICIPATED POSITION AVAILABLE**

Posted October 24, 2023



POSITION: Anticipated Part-Time District Technology Assistant

QUALIFICATIONS:

- ✓ Minimum of a high school diploma or GED required
- ✓ Strong interpersonal and communication skills
- ✓ Relevant experience in computer repair and/or maintenance in a Windows environment
- ✓ Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- ✓ Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

Works with and under the direction of the District Information Technology Coordinator to:

- ✓ Provide hardware and software support to all schools on multiple platforms including: desktop workstations, Chromebooks, iPads, and equipment/peripherals in a wired/wireless network environment
- ✓ Install, provision and upgrade desktop workstations
- ✓ Repair, test, and maintain computer systems
- ✓ Troubleshoot problems on the network or district devices
- ✓ Service and assist with the Chromebooks of district students and staff
- ✓ Maintain Google/Domain accounts for staff and students
- ✓ Maintain networked centralized printers and copiers, as directed
- ✓ Conduct tasks pertaining to inventory, supply tagging, and auditing
- ✓ Updating digital marquees and foyer signage as needed and directed
- ✓ Respond in a timely and professional manner to any break/fix issues which may arise
- ✓ Repair, test, and issue fleet of staff and student Chromebooks, and support the maintenance of an adequate supply of functional lender devices in each building
- ✓ Prepare scheduled and impromptu technology setups for District Administrators
- ✓ Performs other duties within the scope of employment as may be assigned by the District Information Technology Coordinator and/or administration

AVAILABLE: Immediately

CONTACT: Please send letter of interest, resume and copy of your certification(s) via email to jobs@wlbschools.com

DEADLINE: November 30, 2023 or until filled

AA/Equal Opportunity Employer