

TITLE: TECHNOLOGY FOREMAN

QUALIFICATIONS:

1. High School Diploma, Bachelor's Degree or Vocational Degree preferred
2. In-depth knowledge of computer hardware and peripherals
3. Basic understanding of computer networking
4. Five (5) years' experience in Technology installation
5. Extensive knowledge of wiring and electrical systems
6. Ability to lift computer equipment and peripherals up to 50 lbs. as needed
7. Ability to effectively supervise, motivate and evaluate the performance of staff assigned to the department
8. Hold a valid NJ driver's license

REPORTS TO: Director of Information Systems Technology

JOB GOAL: To supervise and direct the installation of equipment by technicians

PERFORMANCE RESPONSIBILITIES:

1. Performs and supervises the work operations of installing printers, cables, projectors, computers and related peripherals.
2. Administers the implementation of physical equipment needed in offices and classrooms.
3. Ability to supervise the troubleshooting of issues as they arise during the completion of a project.
4. Identify and prepare hardware for disposal when appropriate.
5. Provide assistance to Computer Network Technicians as required.
6. Prepares information for budget preparation for tools and supplies.
7. Perform other related duties as assigned by the Director of IT, Assistant Superintendent of Operations, Business Administrator or Superintendent

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Employed on a 12 Month Basis

Adopted by: Toms River Regional Schools

Date: February 15, 2017

Revision: