

Middlesex Public Schools

**JOB DESCRIPTION**

**Job Title:** **TECHNOLOGY SUPPORT**

**Qualifications:**

1. High school diploma or GED
2. Interest and enthusiasm for technology
3. Must be able to work in a team as well as independently
4. Must have transportation to daily assigned work location
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status

**Reports to:** Technology Manager

**Job Goal:** To assist the district Technology Team with tasks such as inventorying, installation, configuration, cleaning, and distribution of technology equipment.

**Performance Responsibilities:**

1. Assist staff in performing system network maintenance.
2. Assist in installation and configuration of PC hardware and software
3. Assist in performing preventative maintenance and upgrades
4. Assist Technical Team with current projects.

**Terms of Employment:** Not to exceed 25 hours/week

**Salary:** Commensurate with experience

**Approved by:** Board of Education      **Date:** October 12, 2020

**Revised:** September 18, 2024