

**RIVER VALE SCHOOL DISTRICT  
RIVER VALE, NEW JERSEY**

**JOB DESCRIPTION**

**TITLE:** **BOARD OF EDUCATION MEETING  
COMPUTER TECHNICIAN**

**QUALIFICATIONS:** Working knowledge of, and experience with, the use of technology within a multiplatform wide area network; experience working with audio/video streaming technologies and audio conferencing equipment; experience working with software, hardware, and peripherals; high level of interpersonal skills; should be creative, flexible, and persuasive; teaching, educational services or administrative certification not required.

**REPORTS TO:** Director of Educational Technology and/or designee

**JOB GOAL:** The Board of Education Meeting Computer Technician will record and live stream all Board of Education meetings as well as upload the recordings to the district's website and YouTube channel. Provide technical support at said meetings.

**Specific Duties and Responsibilities:**

1. Set-up and manage all technology audio and video recording equipment; streaming devices, microphones, audio component amplifiers and mixers at the Board of Education meetings.
2. Provide technical assistance to the Board of Education members during meeting.
3. Upload meeting recordings to the district website within 24 hours of the meeting.
4. Use computers and/or electronic equipment to fulfill job functions.
5. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion when sharing any such information within legal confines.
6. Display ethical and professional behavior in working with the Board of Education, district personnel, parents and members of the community.

7. Update personal technological knowledge and skills.
8. Participate in appropriate workshops and conferences deemed necessary by the Director of Educational Technology.
9. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
10. Performs any duties and responsibilities that may be within the scope of employment, as assigned by their supervisor and/or designee.

**TERMS OF EMPLOYMENT:**

Work year and salary to be determined by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of noncertified staff.

**BOARD APPROVED:**

**11/16/2021**