



## **West Windsor-Plainsboro Regional School District**

### **Job Description**

**Job Title:** Support Specialist for iOS and Mobile Devices  
**Department:** Technology  
**Reports To:** Director of Technology  
**Salary Guide:** Non-Affiliate B; Twelve-month Contract  
**Prepared Date:** 19 October 2021

**Position Summary:** The Support Specialist for iOS and Mobile Devices is responsible for managing district-wide mobile systems; managing video resources; providing support to the building technical staff; overseeing the implementation of the technology support processes.

**Qualifications:** Bachelor's degree with a minimum 2 years of similar experience. Possession of technical certifications. Valid driver's license required.

**Essential Duties:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have the ability to prioritize work with minimal supervision, and demonstrate experience with independent projects and tasks. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Technical**

- Manage IOS devices and apps
- Manage mobile device updates and resources
- Manage video distribution and sharing
- Oversee design and installation of video hardware

to occasionally lift up to 50 lbs., as needed. Normal vision is required of the position.

### **WORK ENVIRONMENT**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

### **TERMS OF EMPLOYMENT**

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

### **NEW JERSEY FIRST ACT**

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

### **AMERICANS WITH DISABILITIES ACT STATEMENT**

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

**The West Windsor-Plainsboro Regional School District** is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

**BOARD APPROVAL DATE:**

10/19/2021

**CERTIFIED BY:**

C. J. Conella

**Director for Human Resources**