

PUBLIC SCHOOLS OF EDISON TOWNSHIP

Office of Human Resources

I. TITLE

Network Engineer

II. PRIMARY FUNCTION

Under general supervision, provide the school district with technical skills and ability to configure and support and maintain the computer network and server infrastructure

III. REPORTS TO

Chief Information and Technology Officer and/or Designee

IV. QUALIFICATIONS

- Advanced knowledge of switches, routers, firewalls, routing concepts, servers, wireless, VoIP and network security
- CCIE/CCNP/CCNA, Microsoft MCSE certifications are preferred
- Strong network documentation skills
- Ability to interact well with administrative, instructional and support staff
- Strong communications written, verbal, analytical and organization skills
- Ability to follow process and procedural guidelines
- Ability to work as part of a team
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Establishes networking environment by designing system configuration; directing system installation; defining, documenting, and enforcing system standards
- Maximizes network performance by monitoring performance; troubleshooting network problems and outages; scheduling upgrades
- Secures network system by establishing and enforcing policies; defining and monitoring access
- Diagnose and resolve network (LAN/WAN) issues
- Diagnose and resolve server issues and monitor performance
- Identify and coordinate repairs and/or troubleshooting with outside vendors
- Order parts and maintain inventory
- Coordinate installation/configuration of new equipment
- Infrastructure Project Management
- Serve as technical advisory and resource to Superintendent of Schools for long-range planning of computer usage at school and district levels, including the planning and installation of networks
- Work closely with CTO on all district technology initiatives
- Perform other related duties as directed by the CTO, Superintendent of Schools and/or Designee

VI. TERMS OF EMPLOYMENT

Twelve-month position - Exempt Group - salary as determined annually by the Board of Education

/Job Descriptions

Section III – Network Engineer

APPROVED: June 24, 2013