

## Attachment C-1

**TITLE:** Information and Technology Network Engineer

**QUALIFICATIONS:**

1. An undergraduate degree in computer science/related field of study or an equivalent combination of education and experience.
2. Thorough understanding of a wide range of hardware, software, and network topologies and systems.
3. Demonstrated ability to troubleshoot a wide variety of network hardware and systems.
4. Experience operating Cisco, Windows, VMware, Virtual Desktop, and Google environments.
5. Advanced knowledge of switches, routers, firewalls, servers, load balancing, VoIP, and digital security.
6. Expertise in DNS, DHCP, NAT, VPNs, VLANs, TCP/IP routing and configuration in wired and wireless networks
7. Experience in the design, maintenance, and troubleshooting of voice, data, and video networks.
8. Demonstrated ability to properly prioritize numerous requests/projects and align the requestor's expectation with the IT department's resources.
9. Demonstrated organizational skills and the ability to work independently, efficiently, and effectively under flexible scheduling and, at times, emergency conditions, including demanding time constraints.
10. Ability to follow established processes and procedural guidelines
11. Strong network documentation skills.
12. Ability to lift technology equipment as needed to perform the function of the job.
13. Ability to communicate effectively with others, work cooperatively with others, and accept direction from supervisors and administration.
14. Prior experience in working with students and educators in the technology field.
15. Valid driver's license and the use of a personal automobile.
16. Minimum three years' experience supporting network operations, preferably in a K-12 environment.
17. Certifications and/or training that support district technology services preferred.
18. Such other qualifications of academic, professional, and personal excellence as the Sayreville Board of Education may specify.

**REPORTS TO:** Director of Technology Operations and Digital Security

**MONITORS AND DIRECTS:** Functional monitoring and direction may be exercised over management, technical and professional support staff.

**GENERAL FUNCTION:** Provide the technical expertise and leadership skills necessary for the operation of the school district network infrastructure to ensure the integration, installation, maintenance, and security of network equipment, LANs and WANs, telecommunications systems and services, and other technology systems for the district

**PERFORMANCE RESPONSIBILITIES:**

1. Install, configure, manage, and maintain the district telecommunications and video conferencing systems.
2. Install, configure, manage, maintain, and secure the district network infrastructure.
3. Maximize network performance by monitoring network activity, troubleshooting loss of performance

- and outages, and scheduled upgrades of network hardware and services.
4. Install, configure, manage, and maintain the district server infrastructure.
  5. Configure, manage, maintain, and secure the district email system.
  6. Oversee the creation of district user accounts to technology systems, implementing account issuance protocols and procedures that are conducive to secure operations.
  7. Design, implement, manage, and maintain effective system and data backup procedures.
  8. Participate in the development, implementation, installation, and maintenance of technology systems to maintain and produce required information to the district.
  9. Assist in the activities necessary to ensure the procurement of computer hardware and software to ensure that the technology requirements of the district are met.
  10. Assist in maintaining software and hardware inventories, licensing, warranties, purchasing, support partnerships, and shared services.
  11. Manage and maintain routing tables and IP addressing scheme.
  12. Manage and maintain NAT, firewall, and intrusion detection/prevention rules and signatures.
  13. Manage, monitor, and maintain district antimalware services, investigating and remediating any detected threats.
  14. Make recommendations for changes and upgrades in the area of technology.
  15. Work with vendors for the implementation of new technology and services, as well as the maintenance of existing technology and services.
  16. Participate in the technology department's support services and resolve escalated issues, if necessary.
  17. Provide help desk support when needed to supplement technology support services at the building level.
  18. Assist in the development of district-wide and building level technology projects and improvements.
  19. Follow district policies and procedures relative to the use of public funds and property.
  20. Maintain consistent lines of communication with the Director of Technology, making him/her aware of existing and potential problems.
  21. Assist staff to diagnose and solve computer equipment problems.
  22. Mentor and assist district technology staff in identifying and troubleshooting network issues.
  23. Manage the confidentiality, integrity, and availability of network and technology system resources and data.
  24. Provide assistance to the district webmaster and web assistants as needed.
  25. Protect confidentiality of records and information about staff and students.
  26. Ensure maximum uptime of all district technology systems and remediate any system or service outages.
  27. Remain current with technology by attending conferences and reading journals and other publications.
  28. Assist in the development, implementation, and maintenance of the district technology plan.
  29. Assist in the development, implementation, and maintenance of the district cyber security, data breach, risk mitigation, disaster recovery, and cyber incident response plans.
  30. Provide training to other technology department members on technology systems, policies, and procedures, and best practices.
  31. Develop training documentation for district technology users and technology department staff.
  32. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
  33. Performs other duties which may be within the scope of his/her employment and certification(s) as may be assigned by the Superintendent of Schools.

**TERMS OF EMPLOYMENT:**

Twelve months per year.

Salary as determined by The Board of Education.

**EVALUATION:**

Performance of this position will be evaluated in accordance with the Board of Education's policies and procedures on evaluation of administrative personnel.

**DATE OF APPROVAL/ADOPTION**

**BY SAYREVILLE BOARD OF EDUCATION: 6/15/21**