



CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Network Engineer - Junior
DEPARTMENT	Information Technology
LOCATION	Central Office
REPORTS TO	Supervisor of Information Technology
ANNUAL WORK SUMMARY	12 months per year, 245 days per year, 7 hours per day.
WAGE/PAY RATE	Scale 27: \$34.20 /hr - \$44.20/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
POSITION SUMMARY	<p>The Junior Network Engineer provides network engineering expertise in the disciplines of core routing, core switching, network security, network diagnostics, and wireless implementation. Performs various tasks in administering and managing Local Area Networks (LAN) and Wide Area Networks (WAN). Performs installation, maintenance and upgrades to all Calvert County Public Schools networking equipment. Performs general maintenance on CCPS electronic mail system. Provides guidance to Computer Technicians to resolve help desk calls. Serves as Assistant Project Manager for network related planning, installation and maintenance issues. Work involves overseeing network performance to include identifying areas needing improvement, presenting and implementing new systems to meet school system objectives, assisting in the design and implementation of the distributed processing systems and network hardware and software. Assists the Network Manager in identifying and procuring necessary network components. The work requires specialized training in the Information Technology field with experience.</p>

EDUCATION, CERTIFICATION AND EXPERIENCE

1. Bachelor's degree in Management Information Systems, Information Technology, Computer Science, Systems Management, or equivalent experience.

SPECIAL REQUIREMENTS

None

KNOWLEDGE, ABILITIES AND SKILLS

These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions. At the time of application, the candidate must have:

1. Knowledge of server architecture with experience designing, building, testing, implementing and maintaining physical and wireless networks.
2. Ability to use test equipment to troubleshoot Cat5 cabling, Fiber Optic cabling and wireless equipment.
3. Knowledge of TCP/IP, and related standard networking protocols.
4. Ability to Install and maintain wireless access equipment.
5. Knowledge of principles and practices of WAN/LAN architecture, NOS, and operations.
6. Experience with firewalls, VPNs, IDSs, and other network security technologies.

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Provide training on network, wireless, and printing technologies to employees throughout the district.
2. Recommend and orders equipment under the direction of the Supervisor of Technology. Responsible for working with vendors to get specifications and pricing, monitoring line-item budget, ordering supplies, and recommending major network purchases.
3. Inventories, monitors, maintains, secures, and documents network equipment throughout the district. Responsible for moving and installing network equipment in confined spaces with adverse conditions, such as heat, extreme noise, and dust.
4. Daily communication with internal and external customers to resolve network issues and to be the interface between CCPS employees and external stakeholders on projects. Responsible for professional communication when dealing with upset customers that may be frustrated when the network is not working as expected.
5. Leads teams to make decisions on assigned projects. Responsible for deciding the best way to proceed based on an evaluation of alternatives based on pricing, timelines, and effective outcomes.
6. Responsible for multiple tasks and responsibilities. Must be able to prioritize multiple conflicting tasks in terms of time and resources.
7. Requires specific training on network equipment used by CCPS.
8. Works under stress to meet deadlines and to help recover from network outages and disasters.

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned. Performs related work as required or assigned by the Supervisor of Information Technology.

PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS

Requires moderate physical effort, including lifting and carrying objects weighing up to seventy-five (75) pounds.

UNUSUAL DEMANDS

May be subject to a flexible work schedule. May be subject to evening and weekend callbacks during emergency situations.

EVALUATION

Performance will be evaluated in accordance with the policy on evaluation as established by Calvert County Public Schools.

APPLICATION PROCEDURE

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national original, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov/> or call 1-800-421-3481.