Tenafly PUBLIC SCHOOLS

Network Administrator Level One

Qualifications:

- Bachelors' Degree from an accredited college or university with coursework in computer/technology operations preferred
- At least five years' experience with Windows 7 and Mac OS X to include installation, configuration, administration and troubleshooting
- At least five years' experience with the installation and configuration of network devices to include servers, switches and routers with extensive knowledge in TCP/IP addressing and routing
- At least five years' experience monitoring and updating networks, establishing new networks, providing network security, and educating non-network employees on proper computer usage and maintenance
- Demonstrate the ability to communicate effective in English, both orally and in writing, using proper grammar and vocabulary
- Possess excellent organizational and interpersonal skills with attention to detail
- Provide evidence that a criminal history record check has been conducted and clearance has been given by the NJ Department of Education (NJDOE) in accordance with the law

Primary Function:

The Network Administrator Level One assists with the daily administration of a network/server environment. Monitors network performance and performs testing to provide diagnosis of issues and to assist with deployment of solutions.

Direct Report:

District Technology Coordinator

Specific Duties and Responsibilities:

- Assist with the installation, configuration, operations and troubleshooting of network operating systems and hardware
- Assist with the design, installation and configuration of computer systems as wireless labs, total electronic learning centers, including network design and development
- Assist in creating documentation for all network hardware and software and all network procedures
- Assist in overseeing network operating parameters by evaluating, selecting, and installing hardware and software as deemed necessary
- Provide coordination and on-site technical support and training for voice, video and data system to users when needed
- Evaluate new and emerging technologies through active research in the educational technology field
- Assist Network Administrator Level Two on all technology related projects
- Attend training sessions that are relevant to the job functions and duties
- Assist with the overall maintenance and performance of the district LAN and WAN and take corrective action when necessary
- Other duties as required by the District Technology Coordinator or designee

Terms of Employment:

Twelve month, non-bargaining unit position, with flexible schedule that may include some weekends and/or evenings.

Evaluation:

In accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

Board Approved:
August 25, 2015/Resolution P-7

Revised:
March 21, 2022/Resolution P-6 (Revised)