Tenafly PUBLIC SCHOOLS

Network Administrator Level Two

Qualifications:

- Prefer Baccalaureate degree with coursework in computer/technology operations
- Microsoft MCP in Windows XP required. Prefer Microsoft MCSE certification.
- Experience with Windows XP, Windows 7 and Mac OS X to include installation, configuration, administration and troubleshooting
- Three 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
- Ability to be conversant with new and emerging technologies
- Ability to effectively communicate technical and non-technical information regarding technology with various district and Contracted Services personnel; to set goals and to work independently or with a team
- Ability to work effectively with staff, faculty and students

Primary Function:

MAJOR DUTIES AND RESPONSIBILITIES NOTE: The job duties and responsibilities listed below are typical examples of the work of employees in this job classification. Not all duties assigned to employee are included.

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 day-to-day operation of the district LAN and WAN 3. Assist with the design, installation and configuration of computer systems as wireless labs, total electronic learning centers, including network design and development
- Maintain accurate and up-to-date 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
- Perform continuous on-site needs assessment and collaborate with Network Engineer
- Provide coordination and on-site technical support and training for voice, video and data system to users when needed
- Assist with the installation, operation and maintenance of a K-12 district-wide fiber optic network
- Work with technology staff to maintain the highest level of network security and data integrity including the installation and updates of anti-virus software and Internet filtering
- Assist with the administration of network user accounts on district Microsoft servers to include file servers, mail servers, web servers, SQL servers and domain controllers 11. Evaluate new and emerging technologies through active research
- Work with Network Engineer to ensure that a system of daily tape backup is in place and working for all network servers
- Work with Network Engineer to supervise and coordinate the repair and maintenance of all district network and network peripheral hardware
- Work with Network Engineer to oversee the work of outside contractors and vendors as they relate to the district network and district technology projects
- 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:
12 month work year with flexible schedule that may include some weekends and/or evenings.

Evaluation:
To be evaluated by the District Technology Coordinator in accordance with New Jersey laws and regulations, and Tenafly Board of Education policy.

Board Approved:
8/25/2015

Revised: