Tenafly PUBLIC SCHOOLS

NETWORK ENGINEER

Qualifications:

- Prefer Baccalaureate degree with intensive course work in computer/technology operations
- MCP required; MCSE preferred
- Experience with Windows 2008 Server, VMWare and Mac OS X Server to include installation, configuration, administration, data backup and troubleshooting
- 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
- 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:

Direct Report:

District Technology Coordinator

Specific Duties and Responsibilities:

- Handle the installation, configuration, operations and troubleshooting of network operating systems and hardware
- Handle the day-to-day operation of the district LAN and WAN
- Design, install and configure 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
- Provide on-site technical support for systems users
- Manage network operating parameters by evaluating, selecting, and installing hardware and software as deemed necessary
- Provide continuous on-site needs assessment and advise management on needs
- Provide on-site training for department staff and system users when needed
- Oversee all network operations, both administrative and instructional
- Install, operate and maintain the district-wide fiber optic network
- Guide computer technicians to troubleshoot and resolve problems
- 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
- Administer network user accounts on district Microsoft servers to include file servers, mail servers, web servers, SQL servers and domain controllers
- Develop, implement and ensure adherence to system standards/procedures for LANS and WANS
- Ensure that a system of daily tape backup is in place and working for all network servers
- Work with Network Specialist to supervise and coordinate the repair and maintenance of all district network and network peripheral hardware
- Work with Network Specialist to oversee the work of outside contractors and vendors as they relate to the district network and district technology projects.
- Work with Network Specialist to manage the overall maintenance and performance of the district LAN and WAN and take corrective action when necessary

- Attend workshops and seminars to ensure up-to-date knowledge of new trends and techniques in networking
- Managing VMWare virtualization technology
- Other duties as required by the Technology Coordinator or designee

Terms of Employment:
Position 12 month work year with a 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:
11/13/12

Revised: