Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Network Engineer I**	FLSA Status:	**Exempt**
Job Family:	**Classified – Information Technology**	Pay Range:	**IT90Y**
Prepared/Revised Date:	**August 21, 2026**	Job Code:	**38001**

SUMMARY: Responsible for supporting the operation, reliability, and security of the district's network infrastructure. This role assists with the implementation, monitoring, and troubleshooting of wired, wireless, and wide area networks, working collaboratively with other IT teams to support instructional and operational needs. Contributes to network upgrades, security efforts, and documentation while developing technical expertise and supporting continuous improvement of district network services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Monitor and maintain district network infrastructure to ensure reliable, secure, and high-performance connectivity across all sites.
2. Assist with the installation, configuration, and troubleshooting of network equipment including routers, switches, firewalls, wireless controllers, and access points.
3. Support daily operations of LAN, WAN, and wireless networks, including responding to incidents, analyzing performance issues, and escalating complex problems as appropriate.
4. Assist with the implementation and maintenance of network security controls such as firewalls, VPNs, access controls, and intrusion detection or prevention systems.
5. Identify, document, and support remediation of network security incidents and vulnerabilities in coordination with senior engineers and IT leadership.
6. Participate in network upgrades, expansions, and improvement projects, including installation, testing, validation, and documentation of new network components.
7. Assist with network performance analysis, capacity planning, and optimization efforts based on usage trends and operational needs.
8. Maintain accurate documentation of network configurations, diagrams, procedures, inventories, and incident records.
9. Provide technical guidance and support related to network connectivity and services to IT staff and school or district personnel.
10. Consistently update assigned tickets, tasks, and documentation to ensure transparency, accountability, and effective coordination of work.
11. Proactively manage assigned work by prioritizing tasks, tracking dependencies, and communicating status, risks, and impacts to appropriate stakeholders.

12. Apply analytical and problem-solving skills to identify root causes and support effective, sustainable solutions.
13. Communicate clearly with technical and non-technical audiences and collaborate effectively with IT teammates, vendors, and district partners.
14. Pursue continuous professional development to remain current on networking technologies, security practices, district standards, and industry trends.
15. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in computer science or related field preferred
- Three or more years of experience in a related field preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Industry and vendor certifications a plus

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Working knowledge of LAN, WAN, WLAN, VLAN, and VoIP networking concepts
- Experience installing, configuring, and troubleshooting routers, switches, firewalls, wireless controllers, and access points
- Working knowledge of common network protocols including TCP/IP, DNS, DHCP, SNMP, VLANs, and routing fundamentals
- Familiarity with network monitoring, diagnostic, and analysis tools
- Understanding of network security fundamentals including firewalls, VPNs, intrusion detection/prevention, and access controls
- Ability to document network configurations, procedures, and changes accurately
- Strong analytical, troubleshooting, and problem-solving skills
- Strong communication and customer service skills
- Ability to work collaboratively and adapt to changing priorities
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Advanced operating knowledge of and experience with personal computers, peripherals, and media equipment
- Advanced operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of IT Infrastructure	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X

VISION DEMANDS:	Required
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	