DELRAN TOWNSHIP SCHOOL DISTRICT

District Technology Network and Distribution Specialist

Reports to: Coordinator of Technology

Qualifications: Associates degree and college-level coursework in computer hardware components and network-infrastructure installation, operations, and repair preferred;

Industry certification (Microsoft Certified Systems Engineer, as example) or evidence of working towards preferred;

Knowledge of network protocols, cabling design and installation, and repair techniques as well as network safety practices and precautions required;

Knowledge of Windows 2000 and Windows XP as well as other network software applications required;

Strong organizational and time management skills; Ability to communicate with and work well with people;

Criminal history background check and proof of U.S. citizenship or legal resident alien status required.

Job Goals:

To perform a wide variety of skilled and technical duties relating to the installation, repair, and maintenance of sophisticated networks and net⁻work related equipment and components such as, but not limited to, computers, peripherals, network infrastructure, and voice, video, and data communication; to perform diagnostic inspections and common troubleshooting techniques on the network infrastructure and the network hardware and software used in the administrative and educational process, and to provide a variety of one-on-one and small group instruction and support for staff members.

<u>Performance Responsibilities</u>**:**

Install, test, and troubleshoot a variety of hardware and component equipment which is connected to the district wide-area and local-area networks;

Assist contracted venders in the installation of servers, routers, hubs, cabling, and related voice, video, and data communications equipment and components connected to the district wide-area and local-area networks;

Develop and implement a system for repair and preventive maintenance to the district. wide-area and local-area networks;

Works collaboratively with the Systems Engineer and others as necessary to design and recommend *to the Superintendent of Schools* system improvements to increase network operating speed and/or capacity and to modify existing hardware and component equipment for increased performance and/or reliability;

Install, test, and maintain both networked and stand alone computer systems and reconfigure and relocate hardware and component equipment as necessary;

Install and test computer workstations and/or labs and instruct staff, as necessary and on a one-on-one or small group basis, in the basic operations and uses of the computer(s);

Provide assistance, information, and technical expertise to staff members regarding the safe and proper operation and maintenance of hardware and component equipment connected to the district wide-area and local-area networks;

Work with the Superintendent to develop and implement a hardware and software acquisition, re-deployment, and replacement plan;

Perform other tasks as assigned by the Superintendent of Schools as required by law or within the scope of employment.

<u>Physical Abilities</u>**:**

This position will require sufficient ambulatory ability to lift and carry medium weight materials (up to approximately 40 pounds) for a distance up to 100 feet. The position requires the ability to bend, kneel, stoop, crawl, and perform work in open-space areas as well as confined spaces. The position requires the visual acuity to read numbers, letters, and images as well as depth perception, hand and finger dexterity to use a keyboard and hand-eye coordination to locate, touch, and manipulate small objects. This position requires a speaking and listening ability sufficient to hear over the telephone and carry on routine conversations. The position requires the ability to work in a variety of indoor and outdoor settings, including but not limited to classrooms, instructional labs, closets, offices, and grounds.

<u>Evaluation</u>**:**

Performance of the job related responsibilities will be evaluated annually and agreed upon by the District Technology Network and Distribution Specialist and the Coordinator of Technology and in accordance with Board of Education policies on evaluation.

APPROVED BY THE BOARD OF EDUCATION: February 13, 2012