



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

NETWORK ENGINEER

QUALIFICATIONS:

1. Possesses high school diploma (required), training at technical institute or a minimum of two years experience on network systems.
2. Demonstrates knowledge of local area and wide area networks.
3. Demonstrates effective problem solving, communications, organization, record keeping and interpersonal skills.
4. Demonstrates knowledge of and experience with networking hardware and software.
5. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
6. Such alternatives to the above qualifications as the Board may find appropriate and/or acceptable.

REPORTS TO: Superintendent of Schools or designee

JOB GOAL: To maintain the network within the district and outside connectivity, in particular the network hardware and software, in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE DUTIES:

1. Work Performance/Work Traits
 - a. Coordinates the design and implementation of local and wide area networks throughout the district.
 - b. Maintains the network infrastructure so it is operational at all times.
 - c. Establishes and maintains appropriate network security for server access and Internet access.

- d. Troubleshoots and addresses problems on networking circuits, network hardware and client/server applications.
 - e. Repairs networking equipment and/or facilitates the repair of equipment, as needed, and maintains records of repairs.
 - f. Keeps abreast of current networking technologies to ensure that the district network can accommodate increasing demands on the access of information.
 - g. Communicates with telecommunication vendors and/or cable companies to allow for implementation of high speed Internet access and distance learning connections.
 - h. Coordinates with the Director of Technology to develop annual and multi-year plans for purchase, distribution and replacement of networking equipment.
 - i. Recommends networking hardware and software purchases for the annual budget and requests the ordering of equipment and materials in accordance with district procedures and budget allocations.
 - j. Conducts training sessions for district personnel on the use of the network when necessary.
 - k. Is responsible for administrative tasks to ensure the expansion and functioning of PowerSchool student management system throughout the four schools as well as the administrative offices of the district.
 - l. Conducts network-related training workshops for students in area of certification/expertise.
 - m. Establishes and maintains a disaster recovery plan, creating scheduled back ups, monitoring back up job results and performing restores.
 - n. Maintains defenses against internal and external threats including viruses, spyware and malicious code by performing and acting upon periodic vulnerability assessments.
 - o. Evaluates and implements filtering solutions to address inappropriate Internet content and spam.
2. School and Community Relations
- a. Works cooperatively with the Director of Technology and Administrative Staff in providing services throughout the district.

- b. Works cooperatively with desktop support, technology support assistants and other district personnel, as well as vendors, in maintaining the district network.
- c. Cooperates and shares professionally with other members of the staff.
- d. Keeps the Director of Technology or designee informed about his/her activities and accomplishments.

3. Professional Improvement

Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures and budget allocations.

4. Other Assigned Tasks

Performs such other duties and assumes such other tasks as may be assigned by the Superintendent of Schools or designee.

TERMS OF EMPLOYMENT: Twelve-month year. Salary as established by the Holmdel Township Board of Education.

EVALUATION: Performance will be evaluated in accordance with the provision of the Board's policy on the Evaluation of Certified Personnel.

SOURCE: Regular Board Meeting

DATE: July 16, 1997

REVISED: March 11, 1998

REVISED: June 13, 2007