JOB DESCRIPTION

JOB TITLE: **NETWORK ADMINISTRATOR**

REPORTS TO: Technology Coordinator

NATURE AND SCOPE OF JOB:

The Network Administrator provides support to the Technology Coordinator of all Network systems as dictated in the shared services agreement between Readington and Tewksbury school districts.

QUALIFICATIONS:

1. A minimum 3 years supporting servers and switches in a network with at least 2 remote locations.
2. Cisco/Meraki certifications, Cisco Network Design Specialist, Cisco Wireless and CISSP.
3. Microsoft certifications such as MCSA, MCSE.
4. A+ certification preferred
5. Experience in Microsoft Office, Server Microsoft exchange, Acronis backup software.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Hold and maintain a valid driver's license with no serious violations.
8. Exhibit competency in using various computer applications.
9. Have good communication skills.
10. Demonstrate the ability to multi-task.
11. Have the ability to maintain an accurate filing and recording system.
12. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
13. Have excellent integrity and demonstrate good moral character and initiative.
14. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
15. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with N.J.A.C. 6:3-4A-4.
16. Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C.6:3-4A-4.

17. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:34A-4.
18. Meet such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.
19. High school diploma required, associates/bachelors or technical diploma/certification preferred.

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation as outlined above.
3. Letters of reference from former employers or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The network support technician shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified per the Board of Education for non-aligned employees.
3. Conditions established by laws and codes of the state, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Maintain, troubleshoot, apply security updates and patches, keeping all operating systems current.
2. Ensure that the district's content filtering software is current and functioning at all times.
3. Monitor all network traffic and usage.
4. Monitor all system backups and maintain off network storage of the backups
5. Keep anti-virus software updated and monitor all equipment on the network for vulnerabilities.
6. Assist computer technicians as needed to repair problems with PC's out in the field.
7. Assist with training and development of the Network/Database Support Technician in the area of network administration.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.
Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Sit, stand, and walk for required periods of time.
2. Speak and hear.
3. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
4. Reach with hands and arms and use hands and fingers to handle objects and operate computers and other office machines.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Technology Coordinator will evaluate the Network Administrator in accordance with Policy No. 4220, Regulation 4220, this job description and such other criteria as shall be established by the Board of Education.

Adopted: