

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

CONFIDENTIAL POSITION District Network Administrator

JOB TITLE: District Network Administrator
REPORTS TO: Executive Director Technology and Innovation
SUPERVISES:

NATURE AND SCOPE OF JOB:

The District Network Administrator manages and monitors

QUALIFICATIONS:

Qualifications of the District Network Administrator include:

1. Bachelor's Degree or relevant equivalent Technical Certification and experience.
2. Five (5) years' experience working with network hardware and software relevant to the system deployed by the District (currently a Microsoft Windows NT system) administrator/supervisor.
3. Experience and knowledge of industry standards and the interaction with the network between, but not limited to, application software, database software, hardware (i.e. routers and switches), communications, voice, video, etc.

JOB FUNCTIONS AND RESPONSIBILITIES:

The District Network Administrator:

1. Responsible for the design, availability, function, "back-up", and security of the district network infrastructure.
2. Work with business and student information group to ensure optimal functionality and performance for all district/school applications.
3. Assist in the evaluation and recommendation of personal computers or similar technologies, application support hardware, software and networking for various users.
4. Meets with users to review office system requirements and where applicable, recommend hardware, software, and network solutions.
5. Reasonable flexibility to be on-call for emergency situations.
6. Manage the deployment of peripherals (printers, copiers, etc.) attached to the network.
7. Manage district-wide organization of the network including labeling and diagrams.
8. Maintains awareness of vendor announcements and offerings regarding equipment, software, and communications capabilities.
9. Train staff on relevant deployments.
10. Develop and manage a district-wide disaster recovery plan.

11. Manage the firewall servers, especially as it relates to the filtering and protection of the network.
12. Work with facilities in the installation of network connections.
13. Manages assigned district personnel and vendors in the areas defined above.
14. Coordinate the activities and implementation of the District-wide student information system.
15. Perform other duties deemed necessary by manager.
16. Performs other job related duties as may be assigned by the Superintendent of Schools or his/her designee.

EMPLOYMENT TERMS:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified for confidential 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.).

EVALUATION:

The District Network Administrator shall be evaluated in accordance with Board of Education Policy.

Board Approval Date – February 28, 2022

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