**JOB DESCRIPTION FOR: District Technician/Network Engineer**

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**REPORTS TO:** Director of Technology

**QUALIFICATIONS:** High School Diploma or equivalent; other qualifications as established by the Board of Education, Kentucky Educational Technology System (KETS) and/or State Law.

**GENERAL RESPONSIBILITIES:**

Responsible for the install and configuration of various hardware and software applications on the Wide Area Network (WAN), Local Area Networks (LANs), and computers for instructional and administrative purposes; respond to user requests for assistance; provide technical support; and troubleshoot and repair system malfunctions.

Evaluate projects and recommend appropriate hardware and software programs to users for utilizing computers and other peripheral equipment. Provide technical support and recommendations to district leadership for network related applications.

**DUTIES:**

1. Install, configure and troubleshoot hardware and software applications on the Wide Area Network (WAN), Local Area Networks (LANs) and individual computers for instructional and administrative purposes. Rack and configure switches, patch network ports, and perform firmware updates. Troubleshoot all network switch issues.
2. Coordinates implementation of present and future building and district-level networking, interactive multimedia and new technology concepts/products.
3. Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of computers, printers and other peripheral equipment; schedule repairs or installations.
4. Support school technology coordinators; review work to assure compliance with quality standards and work orders
5. Analyze projects and recommend appropriate computers and computer programs to staff for the completion of projects and for the efficient utilization of computers.

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**JOB DESCRIPTION FOR: District Technician/Network Engineer (continued)**

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1. Oversee installation and maintenance of wireless controllers and Access Points (APs). Recommend AP best placement to maximize coverage and reduce noise. Update and troubleshoot wireless hardware/software. Monitor wired/wireless networks for latency and throughput. Monitor servers for space, memory usage, CPU utilization, etc.
2. Oversee Voice Over Internet Protocol (VOIP) telephone system as well as independent business lines. Program and maintain all equipment and software (to include Voice Mail). Provide updates and troubleshoot telephone problems. Coordinate with local telephone vendors for support when required.
3. Maintain Active Directory Data Base to organize all the district’s resources to insure authentication, security policies, etc., are properly maintained. Develop and maintain GPO’s to ensure users/machines are utilized properly.
4. Provide imaging capabilities for district computers.
5. Install, configure, and maintain all operating systems on district servers. Configure and maintain virtual infrastructure. Allocate virtual resources, conduct updates and troubleshoot as needed.
6. Oversee district network security and use of hardware/software to filter inappropriate sites and applications; maintain password security for authorized access to computers and local area networks.
7. Promote a positive relation with students, staff and community.
8. Serve as the chief point of contact in the absence of the Director of Technology.
9. Perform other duties as assigned.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION May 29, 2008

REVIEWED, REVISED AND RE-ADOPTED: *November 16, 2015*

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