WAYNE TOWNSHIP PUBLIC SCHOOLS
Wayne, New Jersey
<u>JOB DESCRIPTION</u>

TITLE: <u>H-050 - Information Systems Engineer</u>

EDUCATION AND EXPERIENCE REQUIRED:

1. High School diploma or equivalency.
2. Demonstrated knowledge of a variety of current hardware and network technologies, including knowledge of technologies currently employed by the Wayne Public Schools. An understanding of traffic management on a network and knowledge of maintaining network systems for both LAN and WAN configurations.
3. Demonstrated ability to operate, maintain, and repair technology products currently used in the District.
4. Successful completion of degree, certification and/or training programs related to the technology products used in the District. A willingness to pursue extended education in relevant hardware and network development, management and operations.
5. Effective problem-solving, organizational, human relations, and written and verbal communication skills.
6. Demonstrated ability to communicate and work effectively with staff, students, parents, community members and groups, and relevant agencies and organizations. Willingness to share knowledge with the Technology Department and other District staff members.
7. Such alternatives to the above qualifications as the Board may find acceptable.

REPORTS TO:

Director of Technology

JOB GOAL:

The ISE shall be responsible for the effective and efficient implementation of appropriate hardware and network technologies for the District's educational and administrative operations. This shall include the design, selection, acquisition, installation, maintenance, and repair of hardware and network configurations and products.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the development and implementation of a comprehensive plan for the use of technology throughout the District.
2. Perform and/or oversee the design and installation of all new classroom and administrative computers and networks.
3. Perform and/or oversee the maintenance and repair of computers, computer-related equipment, audio-visual equipment, and network components. Supervise troubleshooting for both hardware and software network problems.
4. Evaluate and recommend new computer and network hardware and software.
5. Maintain records on cable locations, port assignments and network addresses.
6. Design and maintain computer and network security systems as needed.

7. Analyze District needs for correct network reliability. Control day-to-day network traffic management functions. Coordinate network user functions, including:
    a. e-mail, internet, and voicemail;
    b. login scripting/passwords;
    c. new/change (add/drop) orders.
8. Monitor and manage network firewalls and Internet filtering. Develop and implement disaster recovery procedures
9. Deploy and schedule routing protocols.
10. Coordinate network growth with all parties involved.
11. Conduct periodic assessment and report network status on a schedule developed in conjunction with the Educational Technology Coordinator.
12. Provide an annual report on status of the District's hardware and networks. Serve as advisor and resource to the District in its long-range planning for hardware and networking.
13. Keep current on existing and emerging products and practices related to the District's hardware and network needs.   Keep Computer Technicians and other appropriate staff members current about relevant products and practices.
14. Meet regularly with Educational Technology Coordinator on hardware and network status and project implementations.
15. Accomplish work in a timely manner with minimum disturbance to educational and administrative operations.
16. Such other duties as may be assigned.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

ANNUAL EVALUATION:

Performance of this position will be evaluated annually in accordance with the Board's policy on the evaluation of non-certificated staff.

PHYSICAL REQUIREMENTS:

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 accommodations 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. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls

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

BOARD APPROVAL DATE: September 9, 2021, Agenda Item T-17