
TITLE: NETWORK MANAGER

QUALIFICATIONS:

Educational/Certification:

1. Four year degree in MIS, IT, Computer Science or similar
2. Certification in technology repair (A+ certification desired) and/or equivalent job experience required
3. Hold a valid State of New Jersey Criminal History Records Check Approval
4. Minimum 2 years experience in IT

Special Knowledge/Skills:

1. Knowledge of Windows, iOS and other operating systems used within the district
2. Knowledge of computer and systems hardware and peripherals
3. Skill in web design and programming
4. Knowledge of basic networking concepts, devices and security, including web filtering, active directory, and wireless access
5. Basic knowledge of educational and business software applications in order to support staff and students, including:
 - a. Microsoft Office Suite, Google Apps for Education
 - b. Common open-source software applications
 - c. Common Internet Browsers
6. Ability to communicate effectively verbally and in writing, including creation of multimedia presentations
7. Ability to work with people
8. Ability to work independently and cooperatively in solving problems

Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities

REPORTS TO: Director of Information Technology

JOB GOAL: The Network Manager responds to and will manage support for technology hardware, software, web, and some server and network related problems. May share or divide work responsibilities at the direction of the IT Director based on the current make-up of the department.

PERFORMANCE RESPONSIBILITIES:

The duties of the Network Manager will include but will not be limited to the following:

1. Work with Field Technicians to install, configure and upgrade computer and systems hardware, peripherals and software.
2. Diagnose, repair and maintain hardware, peripherals and software systems.

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3. Provide technical support to staff.
4. Support school sponsored technology provided to students.
5. Manage and support server based information and communication systems.
6. Make recommendations for the technology budget including upgrades, repair and replacement cycle.
7. Work with and help coordinate service contracts with outside vendors.
8. Inform Supervisor of Education Technology and Director of Information Technology of technology related problems and issues that arise within the district.
9. Maintain up-to-date accurate records for inventory and repair/maintenance work performed within the district.
10. Perform preventative maintenance on district technology equipment.
11. Provide technology assistance to staff and students for support of productivity, communications, and student learning.
12. Perform other relevant duties as identified that support the mission and vision of the district.

Working Conditions:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing , presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 50 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working and moving objects, working alone

TERMS OF EMPLOYMENT: Twelve-month year, 40 hour work week. Compensation in accordance with recommendations established by the Superintendent of Schools.

ANNUAL EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director of Information Technology will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Adopted by: Toms River Board of Education
Date: 4/21/2015
Revision: