Position Description

Network Engineer

Salary Level: **Based on Act 93 Agreement**	*Prepared Date:* November 26, 2025
Contract/Benefits: **Based on Act 93 Agreement**	*Prepared by: Jorge J Delfin, Executive Director of Information Technology*
Department or Area: **Information Services**	*Approved By: Jennifer M. Ramos, Deputy Superintendent*

Reports To: Network Supervisor/

 Director of Information Technology

Qualifications:

1. Bachelor's degree in Computer Science, Computer Engineering or related field.

2. Minimum 5 years' experience in technology field supporting wide area networks.

3. Excellent communication skills.

4. Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151).

5. Cisco Certified Network Associate (CCNA) certified, CompTIA Network+ Certification, or another network related certification preferred.

6. Certified Support Professional (Apple Certified Support Professional, Apple Certified IT Professional). Apple OS as related to local and wide area networks supporting Mac, iPhone, iPad, and other iOS devices.

7. In depth, hand-on knowledge of the operation, configuration, and maintenance of Cisco Catalyst series enterprise level core routers and network switches released within the last 5 years.

8. Extensive demonstrated knowledge of supporting, maintaining, and configuration of network security firewall systems such as Fortinet (preferred), Cisco, Palo Alto, and Check Point; Content filtering solutions, network defense against malware, viruses, phishing schemes, ransomware, and other threats.

9. Demonstrated knowledge and experience with managing and supporting data backup and recovery systems such as Veeam, Cohesity, Rubrik, Commvault, and Dell.

10. In depth, hands-on knowledge of the operation, configuration, and maintenance for phone systems such as Cisco, Mitel, or NEC; knowledge of IPS and PBX's for analog systems, digital and VOIP phones systems.

11. Working knowledge of the installation, testing and maintenance of network and telephony cabling including copper (CAT 3, 5, 5E, 6, 7) and fiber optic (single mode and multimode) and related copper and fiber optical test equipment.

12. Experience in supporting and configuring wireless enterprise systems such as Cisco and HP/Aruba.

13. In depth, hands-on knowledge of Windows Server 2019 / 2022, Windows 11 OS, VMWare,

HyperV, Nutanix, Cloud connectivity. Hardware, and voice over IP and SIP telephony operations.

14. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/ or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

To serve as a technical resource for the installation, configuration, and maintenance of School District's network and telephony equipment and the copper/fiber optic cable infrastructure.

Essential Duties and Responsibilities

1. Ensure network and telephony equipment operability and connectivity.

2. Install, configure, and maintain network and telephony equipment and associated peripherals.

3. Perform network and telephony problem determination and resolution.
4. Install, configure and maintain network and telephony infrastructure cabling.

5. Implement network and telephony equipment security, system / data backups, and network security.

6. Maintain an accurate inventory and system drawings of all network, telephony and cabling equipment and components.

7. Maintain District network and telephony hardware and software standards as set forth in the district's technology plan and by the Director of Technology.

8. Oversee the daily operations of the District's Windows, VMWare, and Apple Xserve servers and applications.

9. Provide stable, secure, and appropriately scaled server environments consistent with the district's service level agreements.

10. Maintain a cooperative working relationship with the members of the Information Technology staff and the district community.

11. Communicate effectively.

12. Perform other tasks and assumes other responsibilities as assigned.

Supervisory Responsibilities

N/A

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Interpersonal Relations

Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others.

Oral Communication

Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills.

Written Communication

Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively.

Teamwork

Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Puts success of faculty, staff, and/or team above own interests and recognition; Able to build group commitment to goals and objectives.

Leadership Skills

Visionary Leadership

Provides vision and inspiration to peers and subordinates; Mobilizes others to fulfill the vision; Displays passion and optimism.

Change Management

Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation

Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently when appropriate; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership

Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Managing People

Includes faculty, staff, and/or team in planning and decision-making; Takes responsibility for the performance of faculty, staff, and/or team; Makes self accessible to faculty, staff, students, and/or team; Provides regular performance feedback to faculty, staff, and/or team; Develops the skills of faculty, staff, and/or team and encourages growth; Continually works to improve supervisory skills.

Quality Management

Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Fosters a focus on quality in others.

Analytical

Synthesizes complex or diverse information; Collects and analyzes data; Uses research, experience and intuition to complement data.

Safety and Security

Observes safety and security procedures when appropriate; Determines appropriate action beyond safety and security guidelines.

Problem Solving

Identifies and resolves problems in a timely manner; Gathers and analyzes facts relating to the problem skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.

Organizational Skills

Cost Management

Works within approved budget; Conserves district/school resources.

Diversity

Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Assembles a diverse staff/team.

Organizational Support

Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports district's goals and values.

Strategic Thinking

Develops strategies to achieve district's goals; Understands district's strengths & weaknesses; Aligns work with strategic goals; Adapts strategy to changing conditions.

Personal Competencies

Judgment

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Ethics

Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity.

Motivation

Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles;

Measures self against standard of excellence; Takes calculated risks to accomplish goals

Planning/Organizing

Prioritizes and plans work activities; Uses time efficiently; Sets daily/weekly goals and objectives.

Professionalism

Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect regardless of their status or position; Accepts responsibility for own actions.

Personal Quality

Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality.

Dependability

Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Innovation

Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving instruction and related activities; Develops innovative approaches and ideas.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the administrator is regularly required to talk or hear. Specifically, the administrator must be capable of hearing forty (40) decibel loss maximum. Specific vision requirements include seeing with acuity of twenty (20) inches or less and far acuity of at least twenty (20) feet with normal depth perception, field of vision and accommodation. The administrator is required to use hands to fingers or handle documents, telephone, etc. The employee is required to stand and walk for sustained periods of time throughout the district and climb stairs. The employee must be capable of receiving oral communication and/or conveying details and/or important instructions to employees accurately and quickly, using good judgment.

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, bend, and lift. The administrator is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position