



GALLOWAY TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

Network & Systems Administrator

JOB GOAL:	To strategically manage and optimize the Galloway Township Public School district's network infrastructure, systems, and cloud services, ensuring reliable, secure, and efficient technology operations that support educational excellence and administrative effectiveness while proactively addressing technical challenges and fostering continuous improvement.
QUALIFICATIONS: (REQUIRED)	<ol style="list-style-type: none">1. Minimum of five (5) years of experience in the information technology field.2. Proven success in managing and maintaining complex network infrastructures, including LANs, WANs, and wireless networks.3. Demonstrated experience with infrastructure (Windows, Linux, virtualization), including maintenance, security, backups, and disaster recovery.4. Evidence of working knowledge of both Google Workspace and Microsoft Enterprise solutions.5. Excellent organizational, time management, and interpersonal skills.6. Must possess a valid Driver's License.7. Able to pass the Criminal History Review and submit the Sexual Misconduct/Child Abuse Disclosure Form.
QUALIFICATIONS: (DESIRED)	<ol style="list-style-type: none">1. Bachelor's degree or higher in technology, computer science, or a related field.2. Certifications from CompTIA, Cisco, Microsoft, Google, or Apple related to an educational technology environment.3. Five (5) or more years of experience working as a computer technician, specialist, or similar role within a school district's information technology department.4. Experience working in a district/school setting with knowledge of school operations.
REPORTS TO:	Coordinator of Information and Instructional Technology
PERFORMANCE RESPONSIBILITIES:	<ol style="list-style-type: none">1. Network Infrastructure:<ol style="list-style-type: none">a. Manage the installation, maintenance, and security of the district's network infrastructure (LANs/WANs, switches, routers, wireless access points, firewalls).b. Conduct regular network capacity planning and analysis to ensure scalability and accommodate future growth requirements.c. Implement and manage network performance monitoring tools to identify bottlenecks and optimize network efficiency.d. Ensure adherence to district network security policies and procedures, including access controls and segmentation.e. Assist in the design and implementation of network upgrades and expansions.f. Work with the Network Support Specialist to troubleshoot and resolve network issues, and maintain the district's telephone, PA, and emergency notification systems, ensuring reliable communication across all locations.g. Serve as an escalation point for complex network issues, providing expert-level troubleshooting and resolution.

2. Systems Administration:

- a. Oversee server infrastructure (Windows, Linux, virtualization), including maintenance, security, backups, and disaster recovery.
- b. Manage district servers, storage, and virtualization platforms (e.g., Windows Server, Active Directory, VMware, etc.).
- c. Oversee regular system upgrades, including software updates, firmware upgrades, and hardware replacements, while implementing automated software deployment and patching solutions.
- d. Maintain backup and disaster recovery systems and procedures.
- e. Administer cloud-based services such as Google Workspace for Education, Microsoft 365, and other SaaS platforms.
- f. Oversee user account provisioning and access management across systems.

3. Cybersecurity:

- a. Implement and manage security tools such as firewalls, antivirus, endpoint detection and response, and content filters.
- b. Monitor systems for vulnerabilities and security incidents; coordinate incident responses and maintain an incident response plan.
- c. Stay informed about emerging cybersecurity threats and vulnerabilities, and implement proactive measures to protect district systems.

4. Collaboration & Support:

- a. Work with technology team members to ensure the reliable operation of all district technology, including hardware, software, and systems, through proactive maintenance and responsive troubleshooting.
- b. Participate in technology planning, budgeting, and procurement processes.
- c. Assist in the planning, implementation, and evaluation of technology initiatives.

5. Documentation and Reporting: Maintain documentation of network configurations, procedures, troubleshooting steps, and generate reports on network and systems performance, security, and user support activities.

6. Professional Development: Remain up to date with the latest trends and advancements in K12 technologies. This may involve attending professional development workshops, conferences, and training sessions to enhance knowledge and skills, which can be applied to benefit the district.

7. Performs all other tasks/duties as assigned by the Coordinator of Information and Instructional Technology.

**TERM OF
EMPLOYMENT:**

Twelve-Month Year

SALARY:

To be established by the Board of Education

EVALUATION:

Evaluated by the Director of Coordinator of Information and Instructional Technology

Approved by Board of Education: September 8, 2025