USD231
Gardner Edgerton School District

Job Description
NETWORK ENGINEER
Professional

Position Goal: The Network Engineer is responsible for designing, implementing, and maintaining the network infrastructure across the school district. The Network Engineer is key in ensuring the reliability, security, and efficiency of network systems to support the educational needs of our students, faculty, and staff. All activities will be done while working closely with the staff and administration of the District.

Preferred Qualifications:
- Training in Computer Science, Information Technology, or related field.
- Professional certifications such as CCNA, CCNP, or equivalent.
- Proven experience in designing, implementing, and managing complex network infrastructure.
- In-depth knowledge of networking protocols, including TCP/IP, DNS, DHCP, VLANs, and VPNs.
- Hands-on experience with network hardware and software, including Cisco, Aruba, Juniper, Palo Alto, and other leading vendors.
- Experience with network security concepts and technologies, such as firewalls, VPNs, and intrusion detection/prevention systems.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.
- Bachelor's degree in technology related field
- Minimum three years work experience in information technology field
- Experience in public school setting
- Health and Inoculation Certificate on file (post-employment offer)
- Desire to continue career improvements by enhancing skills and job performance

Reports to: Director of Technology

General Responsibilities:
- Work independently under broad organizational guidelines to achieve unit objectives
- Competently operate application and operation systems, software and networks
- Troubleshoot all software and networks
- Review and interpret highly technical information and effectively communicate out the information to various staff members/stakeholders
- Maintain a high standard of safety, cleanliness and efficiency in all projects
- Ability to work extended hours when emergencies arise to prevent disruption to the schools
- Keep current on new information, innovative ideas and techniques
- Respond to information requests in a cooperative, courteous and timely manner
- Keep information and records confidential
- Follow all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan

Essential Functions:
- Network Design and Architecture:
  - Design, plan, and implement scalable and reliable network infrastructure to meet the current and future needs of the school district
  - Evaluate and recommend hardware, software, and networking technologies to enhance network performance and security
  - Develop network architecture blueprints, diagrams, and documentation

- Network Implementation and Configuration:
  - Configure and deploy routers, switches, firewalls, wireless access points, and other network devices
  - Install and maintain network operating systems and software
  - Monitor network performance and troubleshoot network issues to ensure optimal operation
- Network Security:
  - Implement and maintain security measures to protect the school district's network from unauthorized access, cyber threats, and data breaches
  - Conduct regular security audits and vulnerability assessments
  - Develop and enforce network security policies and procedures.
- Network Monitoring and Optimization:
  - Monitor network traffic, bandwidth utilization, and performance metrics
  - Identify and resolve network bottlenecks and performance issues
  - Optimize network configuration for maximum efficiency and reliability
- Technical Support and Training:
  - Provide technical support and assistance to end-users, including troubleshooting network-related issues
  - Collaborate with IT staff and vendors to resolve complex technical problems.
  - Conduct training sessions and workshops to educate staff on network best practices and procedures
- Assist other personnel as may be required for the purpose of contributing to the efficiency and effectiveness of the work unit
- Attend school site and department meetings as well as other trainings and in-service for the purpose of providing and/or gathering information relating to job functions
- Collaborate with a variety of internal and external parties for the purpose of solving issues and maintaining efficient operations
- Coordinate with vendor representatives, as assigned, for the purpose of conveying and/or receiving information related to district needs
- Create and evaluate technical specifications of technologies for meeting district needs
- Prepare written materials (e.g., procedures, system-level documentation, reports, memos, letters, etc.) to document activities, provide written references, and convey information
- Recommend equipment, supplies, and materials for the purpose of acquiring required items and completing jobs efficiently
- Recommend disposal of obsolete or unserviceable equipment for the purpose of retiring equipment as appropriate
- Research trends, products, equipment, tests, etc., to recommend procedures and purchases
- Respond to inquiries from various sources (e.g., staff, administrators, school site personnel, vendors, service providers, etc.) to provide assistance and support
- Support department personnel, as needed and assigned, for the purpose of ensuring the timely and accurate completion of department and district goals and objectives
- Train other district staff (primarily within the technology area) for the purpose of ensuring their ability to use new and existing technology
- Maintain a functioning camera system to ensure security at all school locations including updates and firmware, as well as servers and train various stakeholders in surveillance functionality
- Perform basic inventory functions
- Create and evaluate technical specifications for new technology equipment for the purpose of ensuring that new technology equipment meets district needs
- Maintain a variety of manual and electronic documents, files and records (e.g., preventive maintenance schedules, purchases, inspections, repair logs, etc.) for the purpose of documenting activities, conveying information and/or providing an up-to-date reference and audit trail

- Maintain an inventory of technology equipment at assigned site(s) for the purpose of documenting equipment locations, providing an accurate audit trail and reducing equipment loss/damage
- Manage assigned projects and networking components for the purpose of ensuring efficient operations
- Ability to perform other duties and assume other responsibilities assigned by the Director of Technology or other administrative staff

Physical Requirements/Environmental Conditions:

- Work in multiple settings
- Work in noisy and crowded environments
- Work indoors and outdoors, year-round
- Good physical agility which requires the following:
    - Frequent bending
    - Crawling
    - Bending
    - Stooping
    - Sitting
    - Standing
    - Walking
    - Crouching
    - Kneeling
    - Reaching
    - Fine finger dexterity
- Physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 50 pounds

Terms and Benefits:

- Compensation, work terms and fringe benefits per negotiated contract with USD 231 Board of Education
- 12 month contract
- Exempt status
- Evaluation per USD 231 Board of Education Policy
- Single dental and single medical insurance benefit
- Section 125/Cafeteria Plan
- KPERs retirement plan

Revised: June 2024

The Gardner Edgerton School District is an Affirmative Action, Equal Employment Opportunity Institution