Newtown Public Schools
Technology Department

Job title： Technology Network Administrator
Location: District Technology Office at Municipal Center
Starting Range: $80,000 - $90,000
Reports to: Director of Technology
Closing Date: October 29, 2021

Statement of Purpose of the Position: Work closely with the Director of Information Technology in the design and implementation of technology to meet the district needs. Perform proactive maintenance and installations in support of the district technology infrastructure to ensure the integrity of the LAN and WAN. Perform server install and administration including security policies, Active Directory, Print Server, etc. Organize and perform routine maintenance, installs, and repairs to ensure proper operation of student and administrative computer systems. Implementation of automated data systems and processes. Guide end users in routine use of equipment and common software packages.

Essential Responsibilities:

Monitor network performance
- Identify and respond to network attacks.
- Review and ensure the district follows best practices for network security.
- Identify and recommend solutions for network traffic bottlenecks and   connectivity issues.

Install, maintain and troubleshoot the district LAN, WAN and VoIP Infrastructure
- Install and configure switches, routers, web filters and firewalls following best practices.
- Troubleshoot network connectivity inclusive of wiring, switches, routing, IP addressing, monitor and upgrade wireless infrastructures, able to manage SSID profiles and apply security policy.
- Ensure the maintenance of all local area networks by performing proactive monitoring, patching and equipment life cycle planning. Recommend upgrades needed to ensure proper performance.
- Assist in configuring the VoIP environment to meet district needs.
- Ability to work closely with outside vendors when needed.
- Stay current with changes in networking equipment operating systems, major software packages and new technologies.

Install, configure and administer servers
- Work with the Director of Technology to establish security policies and access rights.
- Create a scheme for adding users, establishing home directories, creating shares.
- Install server based applications and set up appropriate access for users.
- Ensure that backups are successful and that the server OS is maintained and up to date.
- Monitor server performance including Active Directory health, DNS and DHCP.
- Recommend upgrades necessary to ensure server operation.

Provide support to all district technicians, specialists and liaisons
- Provide supervision/direction to team members on projects, or in the absence of the Dir. of Technology.

Perform routine maintenance, deploys, and repairs of end user devices
- Deploy end user devices: desktops, laptops, Chromebooks, Printers, etc.
- Perform operating system maintenance tasks.
- Perform software application installs and upgrades.
- Diagnose and resolve technical problems with District adopted technologies.
- Coordinate repairs with outside vendors.
- Oversee the creation, testing and deployment of imaging solutions.
- Recommend upgrades needed to ensure proper performance.

Data privacy
- Preserve confidentiality of data in accordance with district policy and state and federal law.

Other duties as directed by the Director of Technology

<u>Minimum required knowledge, skills and personal characteristics:</u>

Bachelor's degree in computer science, management information systems or related fields required. Minimum of two years of experience with responsibilities related to computer networks. Certifications such as Network +, MCP, Security + are highly desirable.

- Knowledge of IP network, DNS, routing and VLANs.
- Working knowledge of Cisco and Meraki switches, Fortinet firewall, VPN configurations preferred.
- In depth knowledge of operating systems, server setup including virtualization (Hyper-V, VMware), security policies and permissions.
- Fluent use of email and the Internet and Microsoft Office Suite.
- Must be organized and self-directed.
- Ability to establish and maintain cooperative working relationships with adults and students.
- Proven record of honesty, integrity, and the ability to maintain confidentiality is a must.
- Possess a valid driver's license.
- In good health and able to lift and/or carry objects weighing up to 50 pounds repeatedly.

Other: The above description covers the principal duties and responsibilities of the job and should not be considered all inclusive. This is a twelve-month position. Travel between schools and the technology office will be necessary on a regular basis.

Please apply online through the following link by **October 29, 2021**:

https://www.applitrack.com/newtown/onlineapp/default.aspx