

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## DISTRICT TECHNOLOGY NETWORK SUPERVISOR

### QUALIFICATIONS:

- Minimum of an Associate's Degree in Computer Science or Technology related field
- Minimum of five (5) years' experience as a Network Technician, working within a school district (required)
- Experience in hardware troubleshooting and repairs
- Experience with managing Office 365, Google Suite, Lightspeed Web Links, IP Cameras, IP Phone Systems, and Ruckus wireless
- Experience with basic computer installation
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Assistant Superintendent

SUPERVISES: N/A

### PERFORMANCE RESPONSIBILITIES:

1. Monitors and maintains a Windows 2019 server environment.
2. Troubleshoots and resolves Level 1 and Level 2 computer and network related issues.
3. Provides technical guidance in planning and maintaining an efficiently operating network system.
4. Assists with guidance and oversight of computer technicians.
5. Assists with maintaining an inventory of technology equipment, software, and resources.
6. Assists with developing the District's Technology Plan and budgeting for needed technology.
7. Demonstrates effective written and verbal communication skills.
8. Assists in any other area of technology as needed.

TERMS OF EMPLOYMENT: This is a twelve month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with State Statutes and the Board's policy on evaluation.

### STATEMENTS OF AGREEMENT:

#### Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

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Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

**Approved:** 11/23/2021