Anticipated Support Staff Vacancy

Network Engineer

There is a Network Engineer position available in the Palmerton Area School District. Compensation will be in accordance with the negotiated contract.

Applicants must submit a support staff application, Act 34 Criminal, Act 151 Child Abuse and Act 114 FBI Fingerprinting clearances. Application materials can be found on the district website at www.palmerton.org under the Human Resources tab.

District employees must submit a letter of interest to Karissa Belcher, Director of Human Resources. Letters of interest may be emailed to HumanResources@palmerton.org

Application materials may be mailed or emailed to the following:

Mrs. Karissa Belcher
Palmerton Area School District
680 Fourth St.
Palmerton, PA 18071

HumanResources@palmerton.org

Applications will be accepted until Thursday, June 6, 2024.

PALMERTON AREA SCHOOL DISTRICT

Position Title: Network Engineer
Assignment: District Building
Labor Relationship: PAESPA Agreement
Date Originated:
Date Revised: May 28, 2024
Reports To: Director of Technology

Position Summary:
To support school-based technology by installing, configuring, updating, troubleshooting, and maintaining technology systems and district network.

Qualifications:

Education/Experience:
- Bachelor's degree in network administration, computer science, information systems, systems engineering or a related field.
- Experience in K-12 education or technology related field.
- Proven competencies and experience are desired in network troubleshooting, documentation, and administration
- Retain a valid driver's license

Skills/Knowledge/Abilities:
- Knowledge of Ethernet, TCP/IP, and network protocols
- Knowledge of Cisco router programming and security
- Knowledge of network design, email server configuration, and firewall configuration
- Knowledge of network/server programming languages
- Expertise in using network monitoring and protocol analysis tools and concepts
- Expertise in setting up and administering Macintosh and Windows servers
- Exercise, initiate, and solve problems on a daily basis
- Exercise exceptional discretion in handling of security information regarding the district's computer systems and networks
- Ability to work effectively, both independently and as a team member
- Ability to effectively communicate with staff and administrators
- Ability to build and maintain working relationships with staff and administrators
- Ability to effectively operate office equipment including, but not limited to, computer, telephone system, fax machine, and copier
- Possess good visual and auditory acuity
- Possess excellent interpersonal skills
- Be cooperative, congenial, and service oriented, and exercise good judgment
- Ability to work in an environment with frequent interruptions
- Ability to follow written and verbal directions and to read and write
- Ability to organize tasks and handle multiple tasks

EQUAL RIGHTS AND OPPORTUNITIES POLICY

Physical:
- Ability to stand, bend, stoop, sit, lift, reach, communicate (vision, hearing, and speech), carry or convey sufficient weight to safely and effectively carry out functions, duties, and responsibilities
- Ability to assist in installation of network cable, jacks, and hubs
- Ability to independently ambulate in and around school buildings, locations associated with school events and office areas
- Ability to sit continuously for a period of time, approximately two (2) hours
- Ability to travel to and from assigned work locations without employer support
- Ability to communicate via telephone and email system

Functions/Duties/Responsibilities: To perform this job successfully, an individual must be able to perform each essential function/duty/responsibility at acceptable standards. In accordance with both state and/or federal law, reasonable accommodations will be considered upon employee request.

Essential:
- Support and maintain district computers and networks
- Maintain and troubleshoot all network accounts
- Install and troubleshoot hardware for laptops, desktops, and servers such as memory, hard drives, sound cards, network cards, video cards, motherboards, etc.
- Support and maintain district computers and servers operating systems and select and recommend which patches need to be installed
- Assure all proper patches and upgrades have been executed in a timely manner
- Assure proper setup and use of both email and internet and aid in creation of email accounts
- Recommend hardware, installation of network or stand alone printers and the creation and monitoring of print queues
- Recommend computers based on speed, cost, and district's needs
- Reconfigure any current systems that may need to be rebuilt and configure each machine specifically for each end user
- Install software including, but not limited to, Microsoft, Linux, Apple, etc. approved by the district
- Assist in planning and maintaining accurate records of district inventory and equipment
- Collaborate with vendors, teachers, and technology/network staff on technical issues
- Monitor performance, maintain, troubleshoot, and repair district-Wide-Area-Network (WAN) in collaboration with service provider
- Monitor performance, maintain, troubleshoot, and repair building Local-Area-Network (LAN) in collaboration with other technology personnel

- Install and maintain new network equipment and removal/relocation of network equipment
- Program routers, switches, hubs, firewall, and other network electronics for proper network functioning and security
- Back up all routers, switches, firewalls, and other configurations

Secondary:
- Other duties as assigned by the Director of Technology

Terms of Employment:
- 12 month position
- PAESPA Agreement
- Work year shall be from July 1 through June 30