INDIAN PRAIRIE COMMUNITY UNIT SCHOOL DISTRICT 204

**JOB DESCRIPTION**

**TITLE:** Lead Systems and Device Engineer

**SUMMARY:** Supervises and directly implements, supports, tunes, monitors, and documents a secure enterprise-wide end user computing environment and management systems, including but not limited to application development, operating systems and software on computers and mobile device management. Will maintain operational knowledge of supported technologies and actively contribute to team goals.

The Support Services team is responsible for the following enterprise-wide services and end-user support: audiovisual services, device deployment and management, print services, software distribution and desktop design and management.

# ESSENTIAL FUNCTIONS:

1. Primary responsibility for SCCM, MDT, InTune and other key servers, including group policy development and management, using PowerShell where required, to support user experience.
2. Manage the development and implementation of application and operating system packages for deployment on enterprise-wide machines.
3. Manage application and hardware upgrades, security patches, and system configuration changes, including implementation after change management review/approval.
4. Maintain a security profile at the desktop and mobile device layer in coordination with infrastructure services and Technology Services business practices.
5. Assist with forensic investigations relating to the misuse of District equipment and resources.
6. Supervision of employees maintaining equipment and software, including planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems in accordance with District policies.
7. Research, design, and validate hardware and software recommendations to meet assigned projects or service requirements.
8. Serve as a technical contact for both internal staff and external vendors on assigned technical projects, including design, implementation, support and ongoing maintenance for end-user computing devices.
9. Collaborate with other teams within or outside the District to provide software and hardware support for enterprise applications, which may be on/off site.
10. Proactively communicate issues as they arise to ensure that work is completed accurately and on schedule.
11. Develop documentation and provide training to Technology Services staff on systems, software and new implementations.
12. Responsible for routine systems monitoring, performance tuning and upgrades, review and analysis of logs, resource inventory and life cycle management on all systems and applications.
13. Ensure all systems, procedures and work practices follow established standards of best-practices, security measures and quality controls.
14. Perform other duties as assigned.

Revised January, 2019

Staff Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IPCA and Non-Bargaining Unit Goal Setting Document**

**Goal Setting:**

My professional goal(s) for the school year is/are in reference to number(s) \_\_\_\_\_on the evaluation instrument for my job classification. Growth in this/these area(s) will be evidenced by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Further definition of goal area(s):**

**(To be completed by the supervisor/administrator as needed)**

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Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Non-Bargaining Employee Evaluation and Goal Employee’s Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Form Employee’s ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Indian Prairie School District #204 Conference Date:­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: LEAD SYSTEMS AND DEVICE ENGINEER.

This form is used by supervisors of non-bargaining staff members who are working in part-time or full-time positions with the Indian Prairie School District #204. The non-bargaining employee’s immediate supervisor may complete the form. If the employee’s immediate supervisor is not a District administrator, the administrator who supervises the program or areas in which the classified employee works must sign the form. The employee must be provided with a copy of the signed and completed evaluation.

**Key:**

(P) Proficient—indicates that the numbered statement is true

(E) Emerging—points to growth needed in the area; the rating includes a comment

(U) Unsatisfactory—requires a comment which defines the area of concern and expectations for improvement

(NA) Not Applicable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | P | E | U | NA | Comments |
| 1.Primary responsibility for SCCM, MDT, InTune and other key servers, including group policy development and management, using PowerShell where required, to support user experience. |  |  |  |  |  |
| 2. Manage the development and implementation of application and operating system packages for deployment on enterprise-wide machines. |  |  |  |  |  |
| 3. Manage application and hardware upgrades, security patches, and system configuration changes, including implementation after change management review/approval. |  |  |  |  |  |
| 4. Maintain a security profile at the desktop and mobile device layer in coordination with infrastructure services and Technology Services business practices. |  |  |  |  |  |
| 5. Assist with forensic investigations relating to the misuse of District equipment and resources. |  |  |  |  |  |
| 6. Supervision of employees maintaining equipment and software, including planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems in accordance with District policies. |  |  |  |  |  |
| 7. Research, design, and validate hardware and software recommendations to meet assigned projects or service requirements. |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | P | E | U | NA | Comments |
| 8. Serve as a technical contact for both internal staff and external vendors on assigned technical projects, including design, implementation, support and ongoing maintenance for end-user computing devices. |  |  |  |  |  |
| 9.Collaborate with other teams within or outside the District to provide software and hardware support for enterprise applications, which may be on/off site.deployment on enterprise-wide machines. |  |  |  |  |  |
| 10. Proactively communicate issues as they arise to ensure that work is completed accurately and on schedule. |  |  |  |  |  |
| 11. Develop documentation and provide training to Technology Services staff on systems, software and new implementations. |  |  |  |  |  |
| 12. Responsible for routine systems monitoring, performance tuning and upgrades, review and analysis of logs, resource inventory and life cycle management on all systems and applications. |  |  |  |  |  |
| 13.Ensure all systems, procedures and work practices follow established standards of best-practices, security measures and quality controls.accordance with District policies. |  |  |  |  |  |
| 14. Perform other duties as assigned. |  |  |  |  |  |

**Additional comments as needed:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The employee’s signature on this form does not necessarily mean that he/she agrees with this evaluation. The employee may submit a written statement about this evaluation to the Assistant Superintendent for Human Resources within ten (10) days of receiving this evaluation.) The written response will be attached to the evaluation form prior to placing it in the employee’s personnel file.