**INDIAN PRAIRIE COMMUNITY UNIT SCHOOL DISTRICT 204**

**JOB DESCRIPTION**

**TITLE:** NETWORK ENGINEER

**SUMMARY:**  Perform duties to plan, develop, configure, operate and maintain network systems, remote access, security, and connectivity.

**ESSENTIAL JOB FUNCTIONS:**

1. Ensure all systems, procedures and work practices follow established standards of security and quality control.
2. Manage and administer network infrastructure and associated software, including LAN/WAN connectivity for all district systems, including email and student information system.
3. Manage and administer district-wide wireless networks, VoIP services, Unified Messaging, Domain Name System, web filtering, Virtual Private Networks, network and client security, and network performance monitoring systems.
4. Under general direction, is responsible for technical design, configuration, and implementation of LAN/WAN solutions between multiple platforms including ongoing technical support to local area networks, wide area networks, remote area networks, and the Internet.
5. Design, construct, and maintain hardware and network connectivity for curriculum and promotional products that are distributed across the network to the District’s schools and the community.
6. Design, construct, and maintain hardware and network connectivity for the enterprise data center implementation and integration.
7. Design, construct, and maintain the District’s internet service, including local and remote access, security and connectivity in collaboration with District staff.
8. Design and oversee network projects with a goal to improve or expand current infrastructure.
9. Design, develop and test disaster recovery plans to detect faults, minimize malfunctions, and restore using backup systems.
10. Recommend hardware upgrades to network components and end-user systems based on computability, cost, and performance.
11. Test new and different hardware and software applications to analyze viability for system enhancement.
12. Develop short and long range network infrastructure and systems development plans in accordance with District’s business strategy.
13. Develop, implement, and maintain policies, standards, procedures, and training plans for network systems administration and appropriate use.
14. Conduct research on current and emerging security threats, emerging products, services, protocols and standards in support of network equipment procurement and future development efforts.
15. Work with end users to establish service level agreements based on user requirements.
16. Interact and negotiate with appropriate vendors, outsourcers, and contractors to secure network products and services in a timely manner.
17. Prepare network budget recommendations.
18. Monitor and identify capacity and performance issues for network traffic to ensure continued, uninterrupted operation. Generate network usage and inventory reports as required.
19. Work with District and community resources regarding internet and intranet issues and services.
20. Assist in VoIP configuration and maintenance, and integrations as needed.
21. Serve as primary contact for outside technical staff to ensure the safe and proper installation of cabling, wiring, and other electrical hardware.
22. Collaborate with other Technology Services teams on projects, troubleshooting or as needed to ensure optimum performance.
23. Create instructions and guidelines for staff/student use of technology and provide training as needed.
24. Provide off hours support as needed.
25. Use personal computer and general office equipment.
26. 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:

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**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: NETWORK 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

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| --- | --- | --- | --- | --- | --- |
|  | P | E | U | NA | Comments |
| 1. Ensure all systems, procedures and work practices follow established standards of security and quality control. |  |  |  |  |  |
| 2. Manage and administer network infrastructure and associated software, including LAN/WAN connectivity for all district systems, including email and student information system. |  |  |  |  |  |
| 3. Manage and administer district-wide wireless networks, VoIP services, Unified Messaging, Domain Name System, web filtering, Virtual Private Networks, network and client security, and network performance monitoring systems. |  |  |  |  |  |
| 4. Under general direction, is responsible for technical design, configuration, and implementation of LAN/WAN solutions between multiple platforms including ongoing technical support to local area networks, wide area networks, remote area networks, and the Internet. |  |  |  |  |  |
| 5. Design, construct, and maintain hardware and network connectivity for curriculum and promotional products that are distributed across the network to the District’s schools and the community. |  |  |  |  |  |
| 6. Design, construct, and maintain hardware and network connectivity for the enterprise data center implementation and integration. |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
|  | P | E | U | NA | Comments |
| 7. Design, construct, and maintain the District’s internet service, including local and remote access, security and connectivity in collaboration with District staff. |  |  |  |  |  |
| 8. Design and oversee network projects with a goal to improve or expand current infrastructure. |  |  |  |  |  |
| 9. Design, develop and test disaster recovery plans to detect faults, minimize malfunctions, and restore using backup systems. |  |  |  |  |  |
| 10. Recommend hardware upgrades to network components and end-user systems based on computability, cost, and performance. |  |  |  |  |  |
| 11. Test new and different hardware and software applications to analyze viability for system enhancement. |  |  |  |  |  |
| 12. Develop short and long range network infrastructure and systems development plans in accordance with District’s business strategy. |  |  |  |  |  |
| 13. Develop, implement, and maintain policies, standards, procedures, and training plans for network systems administration and appropriate use. |  |  |  |  |  |
| 14. Conduct research on current and emerging security threats, emerging products, services, protocols and standards in support of network equipment procurement and future development efforts. |  |  |  |  |  |
| 15. Work with end users to establish service level agreements based on user requirements. |  |  |  |  |  |
| 16. Interact and negotiate with appropriate vendors, outsourcers, and contractors to secure network products and services in a timely manner. |  |  |  |  |  |
| 17. Prepare network budget recommendations. |  |  |  |  |  |
| 18. Monitor and identify capacity and performance issues for network traffic to ensure continued, uninterrupted operation. Generate network usage and inventory reports as required. |  |  |  |  |  |
| 19. Work with District and community resources regarding internet and intranet issues and services. |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
|  | P | E | U | NA | Comments |
| 20. Assist in VoIP configuration and maintenance, and integrations as needed. |  |  |  |  |  |
| 21. Serve as primary contact for outside technical staff to ensure the safe and proper installation of cabling, wiring, and other electrical hardware. |  |  |  |  |  |
| 22. Collaborate with other Technology Services teams on projects, troubleshooting or as needed to ensure optimum performance. |  |  |  |  |  |
| 23. Create instructions and guidelines for staff/student use of technology and provide training as needed. |  |  |  |  |  |
| 24. Provide off hours support as needed. |  |  |  |  |  |
| 25. Use personal computer and general office equipment. |  |  |  |  |  |
| 26. Handles special requests with competence and grace. |  |  |  |  |  |
| 27. Maintains a professional demeanor, appearance, and work ethic. |  |  |  |  |  |
| 28. Maintains confidentiality regarding student, staff, and parent information. |  |  |  |  |  |
| 29. Works well with students, teachers, colleagues, staff, administration and parents/community members |  |  |  |  |  |
| 30. Uses technology effectively to perform job-related tasks. |  |  |  |  |  |
| 31. Is on site and ready for work at the appropriate time each day. Honors lunch and break rules as well as rules relating to length of the work day. |  |  |  |  |  |
| 32. Performs 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.