



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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I. POSITION: Information Technology Specialist

II. QUALIFICATIONS:

- A. Two or more years' experience in a network environment, or any equivalent combination of training and experience. Microsoft certification preferred.
- B. Knowledge of network architecture
- C. Knowledge of computers and related technologies
- D. Knowledge of infrastructure requirements and components of LANs and WANs.
- E. Knowledge of network protocols and diagnostic tools.
- F. Knowledge of web development in Front Page.
- G. Ability to communicate effectively with all levels of technology users.

III. PRIMARY FUNCTIONS:

- A. **Confidential employee** who must assist with user account/data maintenance of the districts administrative software packages that contain confidential information.
- B. Responsible for assisting with maintaining local and wide area networks within the district.
- C. Responsible for assisting with installation and maintenance of workstations and their associated hardware and software.



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- D.** Assists the Director of Technology in the evaluation of technology hardware and software needs and recommends improvements and modifications to existing infrastructure.
- E.** Follows training and technical standards set by Director of Technology.

IV. REPORTS TO: Director of Technology

V. RESPONSIBILITIES

- A.** Assist with installation of local area and wide area network servers, switches, routers, workstations, printers and other peripheral devices.
- B.** Assist with maintaining LAN and WAN, and performs upgrades to hardware and software as needed.
- C.** Install or modify existing installations of networked computer hardware, software and other components.
- D.** Assist with maintaining of district administrative software packages :
 - 1. SecureSchool
 - 2. Blackberry server
 - 3. Library Automation
 - 4. District wide Management Information Systems
 - 5. FormPath
 - 6. eBoards
- E.** Assist with the daily operation of the network and user accounts for the Exchange server.



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- F. Assist with the daily operation and maintenance of the web server and associated hardware and software including the filtering software.
- G. Supports and problem solves the district website, and assist with development of pages when requested by district administration.
- H. Participates in long and short range technology planning.
- I. Assist with maintaining documentation regarding network configuration, operating procedures and service records relating to network hardware and software.
- J. Assist with ghosting of district workstations.
- K. Assist with the physical labor associated with moving or unpacking new/existing technology equipment.

VI. TERMS OF EMPLOYMENT

- A. Twelve month position with compensation to be determined by the Board of Education.
- B. 40 hour week - scheduled hours to be agreed upon by Director of Technology.

VII. EVALUATION

- A. Performance of this job will be evaluated annually by the Director of Technology in accordance with provisions of the Board of Education policy on Evaluation of Professional Personnel.

Approval Date BOE:
Review Date BOE: