Upper Saddle River Schools
Upper Saddle River, NJ 07458

JOB DESCRIPTION

COMPUTER/NETWORK TECHNICIAN (LEVEL II)

I. Title: Computer/Network Technician (Level II)

II. Qualifications:
   A. Bachelor's Degree
   B. Experience with computer hardware, software, networks, and websites.
   C. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

III. Primary Function: Assists Executive Director of Technology for Quad Districts and Assistant Director of Technology Media Services with all areas of district technology.

IV. Reports to: Executive Director of Technology for Quad Districts

V. Major Duties and Responsibilities:
   A. Have working knowledge of Cisco routers and switches as well as their configuration in the USR network.
   B. Maintain an up-to-date IP configuration chart of USR network.
   C. Installation of network drops as the need arises.
   D. Configure new network equipment as it is purchased.
   E. Work in conjunction with the Executive Director of Technology for Quad Districts and Assistant Director of Technology Media Services in maintaining and updating:
      1. File server
      2. Email server
      3. BOE server
      4. Webserver
      5. Child Study Team Server
      6. Apple XServe
      7. WebBlocker Server
      8. Firewall
      9. ISA Server
      10. Netboot Servers
      11. Print Servers and print queues
   F. Maintenance of all hardware and software.
   G. Responsible for maintaining backups of all servers. This includes managing the backup hardware as well as software.
   H. Responsible for maintaining backups of router and switch configurations.

Computer/Network Technician (Level II)

    I.   Responsible for maintaining backups of firewall configuration.
    J.   Develop OS images for use on Apple and PC platforms.
    K. Troubleshoot and repair laptop and desktop issues as they arise.
    L.   Assist with technology staff development as needed.
    M. Assist teachers with software/hardware issues.
    N. Assist Executive Director of Technology for Quad Districts and Assistant Director of Technology Media Services with installation of various pieces of hardware as the need arises.
    O. Maintain inventory of computer hardware
    P.   Assist Executive Director of Technology for Quad Districts and Assistant Director of Technology Media Services with daily monitoring of network performance
    Q. Assist maintenance department with computer applications and phone system

VI.   **Terms of Employment:** As per contract.
VII.   **Compensation and Benefits:** As per contract.

VIII.   **Evaluation**:   Annually by the Executive Director of Technology for Quad Districts