

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: NETWORK/SYSTEMS ENGINEER

TYPE: Classified

REPORTS TO: Assistant Superintendent of Operations

POSITION SUMMARY:

This individual provides support to the Assistant Superintendent of Operations as needed in addition to developing training and support of teaching staff in the use of technology integration and utilization. This individual also assists in the implementation of the system and building-level technology plans, working with principals and teachers to support building and district technology goals. This employee will be responsible for imaging and providing technology support for district used software.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent. Associates in related field preferred.
2. Criminal history clearance.
3. Valid Oregon Driver's License and evidence of insurability.
4. Demonstrated knowledge and skill supporting enterprise technology systems. Education experience preferred.

ESSENTIAL FUNCTIONS:

1. Plan and facilitate teaching and learning.
2. Collaborate with teachers and other instructional staff to develop support programs that allow classroom extension and support.
3. Model the integration of technology in all curriculum areas.
4. Facilitate school participation in technology programs and activities.
5. Conduct staff development in the areas of technology integration.
6. Collaborate with the school library media coordinator to provide leadership in the schools' use of instructional technology resources to enhance learning.
7. Follow a plan for professional development and actively seeks out opportunities to grow professionally.
8. Plan and facilitate information access and delivery.
9. Implement best practices related to technology use in the school program based on research, pilot programs, and state/national standards.
10. Independently research desktop-related issues and apply results of that research
11. Maintain effective interpersonal relationships with professional colleagues and members of the public.
12. Work harmoniously with others and communicate effectively (both orally and in writing) with students, parents, and/or staff as needed.
13. Work with the principals and schools leadership teams to provide support of assessment programs and tools.
14. Assist with the planning the design of the technology infrastructure so that information resources are continually available to the school community.
15. Adhere to and communicate copyrights as well as other laws and guidelines pertaining to the distribution and ethical use of all resources.
16. Assist in maintain hardware, software, and network infrastructure.
17. Provide leadership and collaborates with the Media and Technology Advisory Committee or site council, in order to develop, implement, and update a school instructional technology plan aligned with the system-level technology plan.
18. Collaborate with teachers, media, and technology staff, and students to evaluate and select resources addressing curricular needs and learning goals.
19. Lead in the ongoing evaluation of the effectiveness of the instructional technology program.

LEBANON COMMUNITY SCHOOLS

Position Description

Network/Systems Engineer (cont'd)

OTHER REQUIREMENTS:

1. Possible exposure to bodily fluids due to employee illness or injury.
2. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
3. May require flexible hours
4. Maintain confidentiality at all times
5. Efficient performance with minimal supervision
6. Maintain professional dress standards
7. Performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 260 paid days, subject to change.

Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Date

Employee Signature

Date

LEBANON COMMUNITY SCHOOLS
 Position Description
 Network/Systems Engineer (cont'd)

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires: R - Rarely (Less than .5 hr per day) O - Occasionally (.5 - 2.5 hrs per day) F - Frequently (2.5 - 5.5 hrs per day) C - Continually (5.5 - 8 hrs per day) NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)			X		
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control			X		
*Pushing/Pulling Maximum weight: <u>100 lbs.</u>		X			
*Lifting/Carrying Maximum weight: <u>50 lbs.</u>			X		

* Identify items typically moved: Computers, printers, furniture