

RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
Oakland, New Jersey

Job Description

Title: Network Administrator

Organizational Relationship: Reports to Director of Technology

Primary Function: Ensure the uninterrupted operation and optimal performance of the data network infrastructure and systems utilized by the District for the 1-to-1 initiative and internal operations.

Major Responsibilities:

1. Network Infrastructure Management:

- Design, implement, and maintain the district's LAN and WAN infrastructure.
- Configure, install, and manage network hardware, including switches, routers, firewalls, wireless access points and network cabling.
- Proactively monitor, identify, and resolve network issues to ensure uninterrupted connectivity for district users.

2. Network Planning and Upgrades:

- Stay updated with emerging technologies, industry trends, and best practices in network administration.
- Assess the district's network infrastructure needs, plan for capacity upgrades, and make recommendations for network improvements.
- Collaborate with the Director of Technology, school administrators, and vendors to implement network projects and initiatives.

3. System Administration:

- Administer and maintain servers and cloud-based services supporting district information systems, including physical and virtual servers, productivity services, file servers/services, email servers/services, telephony servers/services, security/access control systems, domain controllers, and other network services.
- Manage user accounts, permissions, and access rights to network resources.
- Monitor server performance, troubleshoot issues, and perform routine backups to ensure data integrity and availability.
- Install, maintain, and update software applications, including security patches, on servers and client devices.

4. Security and Data Protection:

- Implement robust network security measures, including firewalls, intrusion detection systems, virus/malware protection, and access controls, to safeguard sensitive data and protect against potential threats.

- Work closely with the District Information & Systems Coordinator and the Director of Technology to implement data backup and disaster recovery procedures to ensure business continuity.
- Monitor network traffic for security breaches, unauthorized access attempts, or malware activity.
- Develop and enforce network security policies and procedures, including user authentication, password management, MFA (Multi-Factor Authentication), and data encryption.

5. Help Desk Support:

- Provide technical support to teachers, staff, and students on network-related issues, including connectivity problems, hardware failures, and software glitches.
- Assist technology support staff as required

6. Documentation and Reporting:

- Maintain accurate documentation of network configurations, admin credentials, procedures, and inventory.
- Generate reports on network performance, security incidents, and support activities as required by district administration or regulatory agencies.

7. Additional tasks of a technical nature as designated by the Director of Technology in support of the operation of the Technology Department and District networks.

8. Supervise and evaluate technology support staff.

Qualifications:

- Bachelor Degree or related experience.
- Must demonstrate excellent personal relation skills and the ability to manage a team of technicians.
- Must have an excellent working knowledge of all current trends in technology including computer operating systems, computer networks and infrastructure.

Terms of Employment: Twelve (12)-month year in accordance with contractual arrangements as approved by the Board of Education.

Revised: August 20, 2001

Revised: June 29, 2015

Revised: May 22, 2023