NOTICE OF VACANCY
Technology Specialist/Work Leader

DATE POSTED: July 22, 2020

QUALIFICATIONS:

2. Experience with managing a Windows Server Environment
3. Experience with managing Active Directory
4. Experience with managing Google Enterprise Environment
5. Experience with managing Network Switching.

Overall Responsibility
In addition to performing the duties of a Level 1 Technician, the Technology Specialist is responsible for maintaining the district’s LAN & WAN infrastructure. This entails installation, configuration and management of all network hardware including all network switches, routers and the district wireless infrastructure. The Network Specialist provides a second level support solution to technicians as needed for network issues as the direct point of contact for such issues that arise during and after regular business hours.

- Plan, organize and manage network activities;
- Assist in development and recommend, implement and maintain administrative information systems, which include data, voice and video;
- Develop and maintain procedures for proper security of administrative passwords and data;
- Estimates for budget purposes, the future equipment needs of the information technology department;
- Manage and oversee all aspects of Information Technology to ensure that the department is supporting the district; its students, teachers;
- Working with the instruction department implement technology services and solutions to support teaching and learning;
- Responsible for date and network security. Implement policies and procedures to ensure security;

Primary Area of Responsibility
Building Technician

Additional Areas of Responsibility
Network Switch/Router Management
- Second level responder to network related issues to minimize downtime with failure of any network equipment.
- Install, configure, and troubleshoot all Extreme Summit access switches in the district.
- Troubleshoot, repair and/or replace defective network components and modules.
- Work closely with multiple vendors for Core/Distribution switch maintenance, district wireless changes/upgrades, and major infrastructure alterations.
- VLAN configuration involved with network routing.
- Setup and configure network connectivity including DHCP.
- Conduct auditing on network hardware to plan out future hardware upgrades.
- Perform IOS upgrades on switches and routers.

Wireless Management
- Work with vendor's for district wide enterprise wireless deployment
  - Integrate the new system into our network hardware.
- Responsible for the management of wireless controllers.
  - SSID/WLAN management
  - Manage access control and authentication protocol including 802.1x (domain) authentication (RADIUS Server/GPO configuration).
  - Conduct firmware updates, traffic monitoring, and security management.
  - Troubleshoot wireless problems.
  - Plan future upgrades and meet with vendors for such alterations.
- Install and configure new access points.
- Install, configure and manage wireless bridges to connect network segments that have physical wiring limitations to attain remote network access (signs, portable offices, etc.)

Data Center & LAN/WAN Topology
- Manage network core and switch configuration to interface with network servers.
- Assist Network Administrator for migrations, upgrades, and changes made to network infrastructure that resides in the district data center.
- Maintain MDF, IDF, and network topology throughout the district
  - Plan upgrades to existing IDFs and creation of new IDFs.
  - Cable management, identification, and UPS monitoring.
  - Maintain IEEE LAN standards for the NHCS network.

VoIP Configuration and Management
- Install, configure and maintain network voice gateways.
- Configure analog to IP conversions (fax lines, call boxes, emergency lines, etc.).
  - Install fax modules and other analog devices on the network.
  - Maintain building failover calling in cases of network disruptions.
- Manage call route groups for through CUCM.
- Cisco Call Manager and Cisco Emergency Responder programming.
  - Program network switches to report if there is any network failure via email.
  - Will be working closely with team to assure E911 compliance.

**COMPENSATION:** $65,000-75,000

**REPORTS TO:** Superintendent
**EVALUATION:**

Performance will be evaluated in accordance with the policy of the Board of Education and Administrative Guidelines.

**DEADLINE:** Internal/External Candidates deadline is **Wednesday, July 29, 2020** (or until Filled) *internal candidates submit a letter of interest to the Superintendent*

Applicants must complete the [electronic application](https://hr.applicantcentral.com/nhcs) and attach all necessary documents in order to apply for a position. NHCS will no longer accept paper applications and attachments. If you do not have access to a computer or the internet, please contact us for assistance in locating an available computer with internet access.

**Two Step Process**

Click on New Account to begin the application process.

**Step 1 - Complete the online application**

Complete the entire online application including the Teacher Supplemental section if applicable to the position you are applying for, and upload the following documents in the File Upload section:

- Resume
- Cover Letter (attach in resume section). Address cover letter to Human Resources.
- Two Letters of recommendation
- Copies of Official Transcripts of all degrees earned
- Copy of valid Michigan Teaching Certificate – if applicable

Please note that documents uploaded to your online application will need to be one of the following file formats: .jpg, .tif, .doc, .pdf, or .gif. Files should be no larger than 8.5” x 11” scanned in black and white or 256 grayscale. Because all required documents are attached to the online application, it is not necessary to submit paperwork to our office.

**Step 2 - Apply for the position**

From the main page of the your online application in the ‘Available Jobs’ section, find the job code for the position you are interested in and click ‘APPLY’ on the left-hand side of the page. The job will then appear at the top of the page in the ‘Jobs You Have Applied For’ section. All applications will be held for one-year.

Upon recommendation for employment, Section 1230g, as amended, of the Revised School Code requires all school employees to be electronically finger printed for the purpose of undergoing a criminal history background check. The fingerprinting is conducted by a third party and is at the expense of the applicant. Cost for fingerprinting is approximately $70.00.

For questions, please contact Danielle Ratajczyk @ 586-749-5123

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It is the policy of the New Haven School District not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Superintendent of Schools, New Haven Community Schools, Administration Building, 30375 Clark Street, PO Box 482000, New Haven, MI 48048. Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Superintendent of Schools 586-749-5123.