Date Posted: December 15, 2023
Closing Date: January 31, 2024 by 4:00 PM
Anticipated Start Date: To Be Determined
Department: Technology
Work Year: 52 Weeks

Summary: Assumes responsibility for configuring, installing, maintaining and upgrading wired and wireless network infrastructure equipment and related security services. Designs routing, monitors traffic, diagnoses and resolves network problems.

Essential Duties and Responsibilities: Work is performed under the general supervision of administration. An employee in this position may be called upon to do any or all of the following: (Does not include all tasks the employee may be expected to perform.)

1. Designs and supports the installation, configuration, monitoring, troubleshooting, and disaster recovery of all network related cabling and equipment, including enterprise class routers and switches.
2. Implements/monitors/maintains multiple Internet Service Providers (ISP’s) including BGP routing with ISP circuits
3. Designs and supports the installation, configuration, monitoring, troubleshooting, and disaster recovery of firewall, ASA, and other network security appliances.
4. Designs and supports the installation, configuration, monitoring, troubleshooting, and disaster recovery of underlying network infrastructure technologies, including DHCP, DNS, and QoS.
5. Develops and maintains up to date documentation of all infrastructure components and advises on device lifecycles.
6. Assumes responsibility for the planning, design, implementation, delivery, and optimization of network services using methodologies that align with the principle of least privilege.
7. Assumes responsibility for the delivery of wireless planning, design, implementation and optimization services.
8. Assumes responsibility for the delivery, security, monitoring, and routine auditing of remote network access.
9. Monitors the datacenter and network for problems, performs troubleshooting and incident response, communicates with Core Services and Field Services staff and tracks problems through to resolution.
10. Participates in the evaluation, operation and testing of software, hardware and network configurations.
11. Assumes responsibility for creating update policies, monitoring the patch rollout, and troubleshooting of failed patch applications of infrastructure equipment.

12. Plans, configures, and implements failover systems.

13. Diagnoses and resolves equipment problems on a timely basis; arranges for additional technical support as needed.

14. Supports the Consortium and member districts’ fiber optic network, including troubleshooting, coordinating repair, and participating with third party vendors.

15. Acts as a content area expert consulting with departmental staff as well as Consortium stakeholders regarding network engineering and security.


17. Provides technical assistance and training to end users on network operations and procedures.

18. Consults with Field Services staff on the installation and configuration of door access and security camera systems. Configures devices in the systems.

19. Assists “Network Engineer - Systems” as needed.

20. Performs other duties as assigned.

21. Provides after-hours support as needed.

22. Transports self to various worksites in a personal motor vehicle.

23. Regular and predictable attendance is required for this position. In-person attendance requirements may vary and will be determined by the supervisor.

**Supervisory Responsibilities:** None

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- Bachelor’s degree in computer science, information technology, or related field.
- 4+ years IT Security experience

**Certifications, Licenses, Registrations:**

- Valid Michigan driver’s license and good driving record required throughout employment.
- Certification related to systems engineering, systems administration preferred.
- CCNA or industry recognized certifications preferred

**Language Skills:** Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, service contracts, or governmental regulations. Ability to read and interpret technical manuals to support network requirements. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from individuals or groups, which may include public presentations. Ability to speak clearly and concisely both in oral and written communications.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to research and solve problems logically, and
creatively if the situation requires it.

**Other Skills and Abilities:** Documented/demonstrated current knowledge of technical aspects of network systems, technology tools (new/old/cutting edge/trends), and open systems technology required. Ability to effectively manage multiple tasks, adapt to distraction and the need to redirect to address emerging needs, while effectively managing workload and meeting deadlines. Exhibit leadership in a positive and effective manner. Strong teamwork and interpersonal communication. Able and willing to have productive and effective conversations with customers, contractors and management. Must be helpful, respectful and approachable and receptive to job-related feedback. Demonstrated commitment to diversity and inclusion. Ability to work a flexible workday and workweek. Ability to exercise good judgment and make decisions in accordance with policies and procedures. Must exercise discretion in sharing information in order to ensure legal and situational confidentiality requirements are observed. Ability to work as part of a highly motivated, interdisciplinary team.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently is required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk and hear. The employee frequently is required to reach with hands and arms and will frequently repeat the same hand, arm and finger motion to operate computers. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employees must occasionally push or pull up to 25 pounds and, less frequently, may need to push or pull up to 75 pounds. The employee must occasionally be able to kneel, crouch or bend to examine or install equipment. The employee will occasionally be required to perform observation and analysis of locations and hardware out of doors, which may include walking on uneven surfaces.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Work is normally performed indoors, but location changes can occur throughout a work day.

**Pre-employment Screening:** Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodations) and a drug test.

**Employment Date, Salary, and Fringe Benefits:** Anticipated employment date is to be determined. This is a 52 week position. Placement on the Administrator/Coordinator Salary Schedule depends upon qualifications and experience; new employee salary range is $88,681 - $104,653. Paid health, dental, vision, life and long-term disability insurances, sick, vacation and personal business days.

**Contact:** Interested parties should go to our website, [www.jcisd.org](http://www.jcisd.org) to complete an online application.

**APPLICATIONS ACCEPTED UNTIL JANUARY 31, 2024 BY 4:00 PM**

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, “Protected Classes”), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating.
the District’s efforts to comply with applicable Federal and State laws and regulations, including the District’s duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.

The Jackson County Intermediate School District is an educational service agency that works in partnership with local public and charter schools, and the local community. We are committed to the success of all students by providing educational leadership, services, programs, and resources. Our work and organizational goals are driven by Five Guiding Principles:

- **Instruction** ~ Quality, Creativity and Relevance
- **Leadership** ~ Envisioning, Engaging and Executing
- **Service** ~ Listening, Caring and then Serving
- **Community** ~ Collaboration and Partnerships
- **Equity** ~ Inclusive, Responsive and Sincere Belonging

Consistent with our purposes and guiding principles, the JCISD is actively pursuing diversity, equity and inclusion in our employment practices. We encourage applicants who may not have a specific listed qualification, but who believe they have the needed knowledge, skills and abilities to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of the posted position.