

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

900 Gerry St
Gary, IN 46406

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Paige McNulty, Emergency Manager

POSITION: Level 1 Tech

SALARY: Commensurate with Education and Experience

REPORTS TO: Director of IT

PURPOSE STATEMENT

Responsible for the design, installation, implementation and management of the district-wide Area Network (WAN) and Local Area Networks (LAN). Maintain an interactive delivery system for all faculty members throughout the district. Develop, implement and coordinate guidelines for use of computer equipment. Work closely with vendors and school facilities to insure that automation and network protocol configurations are in place.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Ensures that the network protocol and specifications are operational.
- Installs, set up and test the computer network and electronic components for the Wide Area Network (WAN) and Local Area Network (LAN).
- Responsible for new network component installation and implementation.
- Insures all network components meet the District standards.
- Travels to all locations to troubleshoot networking problems.
- Activates security profiles as approved by the IT Coordinator.
- Monitors network daily and follows standard procedures when the network is not operational.
- Maintains a troubleshooting log.
- Troubleshoots both new and remodeled structures.
- Maintains district phones and internet at their service contracts.
- Provides IT onboarding to new staff.
- Manages Cisco Routers and VOIP.

- Provide School-based support.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

All assigned staff

QUALIFICATIONS

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.

- Minimum of two (2) year's experience with various operating systems (Cisco IOS, Windows Server 2013-2016, Mac OS, Android and Linux) peripherals and networking technology.
- Two (2) year's experience with networking and telecommunication systems.
- Two (2) years technical experience with LAN/WAN networking; knowledge of and understanding of TCP/IP Protocol.
- Ability to read, write, and understand technical documentation.
- Must have transportation to commute to all schools.
- Must work flexible hours when scheduled.

EDUCATION AND EXPERIENCE

Associate degree in related or equivalent combination of education and experience. Network certification desired.

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.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

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.

Required Testing

- Drug Test
- Background Clearance

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:

Gary Community School Corporation
www.garycsc.k12.in.us
Click on "Employment & Staff"
900 Gerry Street
Gary, IN 46406

EQUAL OPPORTUNITY EMPLOYER