DATE: January 18, 2013

TO: All Personnel

FROM: Pete Stewart – Director of Human Resources

RE: 226 Day – (2) Network Engineers for Network Operation Support – Technology Services Department

We are accepting applications for two Network Engineers for Network Operation Support for the Technology Services Department. This is a 226-day position. Applicants must have a high school diploma or GED and a minimum of four year degree from an accredited university or comparable experience and three years of supporting technology.

Please see the attached job criteria for additional information.

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If you are interested in being considered for this position, please submit a Technology Services Department application, a letter of interest (include job title and posting number for the position sought), and an updated resume, reflecting the qualifications stated to Aldine Independent School District, ATTN: Human Resources, 15010 Aldine Westfield Road, Houston, TX 77032. A letter of interest and an updated resume must also be emailed (as an attachment) to namendez@aldine.k12.tx.us. Applications can be downloaded from the Aldine ISD website at http://www.aldine.k12.tx.us/public/jobapplications. Applications must be returned to the Department of Human Resources by the close of business on Friday, February 1, 2013. Late applications will not be accepted.

Interested persons who are employed by the school district must have a recent transfer request form approved by their principal and on file in the Human Resources Department before they will be considered.

For additional information, contact the Human Resources Department at (281) 985-7570.

PS/nm
NETWORK ENGINEER FOR NETWORK OPERATION SUPPORT

A. QUALIFICATIONS:

1. The Network engineer for network operation support shall have a minimum of a four-year degree from an accredited university or comparable experience.

2. The Network engineer for network operation support shall have at least 3 years of experience supporting Enterprise Level network.

3. The Network engineer for network operation support shall have heavy network analytical background.

4. The Network engineer for network operation support shall have strong reporting, communication and documentation skills.

5. The Network engineer for network operation support shall have strong OS (Linux and Windows) troubleshooting skills.

B. APPOINTMENT:

The Executive Director of Human Resources shall appoint the Technology Facilitator for Curriculum Software upon the recommendation and approval of the Executive Director of Technology Services.

C. REPORTS TO:

The Network engineer for network operation support shall be responsible to the Director of Technology Technical Support Services for the performance of all duties.

D. JOB PERFORMANCE STATEMENTS:

The duties of Network engineer for network operation support shall include the following responsibilities:

1. Maintain enterprise network and provide system availability to all end users.

2. Develop and maintain network documentation.

3. Exercise excellent analytical and problem solving skills.

4. Provide minor assistance to network architect.
5 Demonstrate the ability to work on multiple projects and one. (Good multi-tasking skills)
6 Be well organized and pro-active.
7 Exercise an excellent level of customer service and interpersonal skills.

E. SCHOOL / ORGANIZATION CLIMATE:

1. Works with all staff members in the development and use of proper procedures for documentation and support of district technologies and equipment.
2. Promotes sound communication with others, within and outside of the district.
3. Works with others in a positive and productive way

4. School/Community Relations
   a. Project a positive image in the community
   b. Demonstrates awareness of school and community relationships
   c. Understand the vision of the district and is able to communicate that vision to the community

5. Professional growth and development
   a. Utilizes formal and informal learning mechanisms to increase skill set and acquire technology certifications.

6. Uses information provided through the assessment instruments, the district appraisal process, and evaluate feedback from supervisors to improve performance.

7. Attend training seminars and formal classes to remain constantly updated and knowledgeable of technological advance and ways of doing business.

8. Conduct oneself in a professional, ethical, and responsible manner.

9. Other
   a. Performs other duties as may be assigned by the Superintendent of School.

F. STUDENT IMPACT:

Ensures that the networked systems are functional and available at all times.