

WEST CHESTER AREA SCHOOL DISTRICT
Personnel Committee
 Tuesday, January 17, 2023
 7:00 pm
 Spellman Education Center Board Room

AGENDA

●	Public Comment	
★	Review and Approval of MOU for West Chester Area Education Association (WCAEA) Summer Work	J Ulmer
★	Review and Approval of MOU for West Chester Area Education Support Professionals Association (WCAESPA) Salary Chart for Addition of Group 1C (Registered Behavior Technician)	J Ulmer
★	Review and Approval of MOU for Supervisory, Technical and Confidential Employees Retirement Benefits	J Ulmer
★	Review and Approval of Job Description and additional Network Coordinator Position	M Wagman
●	Summary of Support Staff Job Fair	J Ulmer

★ Committee Voting Item

Public Comment Protocol

- Residents wishing to make public comment on agenda items must register prior to the start of the meeting.
- Public comments on agenda items will be taken at the beginning of the meeting prior to voting.
- Policy 903: Public Participation in Board Meetings governs public comment.
- The committee chair or designee will call residents in the order in which they signed in.
- A three-minute timer will be projected on the screen and will start after the speaker gives their name and township/borough.

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WEST CHESTER AREA SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE:	Network Coordinator	DATE:	January 11, 2023
DEPARTMENT:	Technology	LOCATION:	Administration Building
FLSA:	Exempt Non-Bargaining		

SUMMARY:

Technical experts responsible for setting up computer networks, maintaining and securing them and offering technical support to engineers and users where necessary. Organizes and coordinates day-to-day workflows and project priorities in the networking office.

REPORTING RELATIONSHIPS:

- Reports directly to the Network Operations & Security Manager
- Works cooperatively with other administrators, supervisors, staff, parents and others to perform job responsibilities as outlined

TERMS OF EMPLOYMENT:

1. 12 month (260-262 days)
2. Salary (step/level placement) & Benefits are as described in the current Non-Bargaining Agreement

QUALIFICATIONS & PHYSICAL REQUIREMENTS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- College degree desired-Computer Science or technology major preferred
- Minimum of three to five years experience in network engineering
- Knowledge of a range of computer networking systems and languages
- Ability to communicate technical information to non-technical personnel and work effectively with a wide range of constituencies in a diverse community
- Must possess valid PA driver's license

Qualified candidate will be required to use hands to finger, handle or feel objects, tools or controls, and to talk and hear; Sit (80% of work day) and occasionally be required to stand, walk, stoop, kneel and crouch; Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus; Have the ability to lift and/or move up to 50 pounds; and possess effective communication, judgmental, planning and human relations skills, and will be required to work under periods of stress due to the level of the position responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

1. Coordinates the ordering, installation and configuration of a wide variety of networking services, security infrastructure, hardware components and associated software focusing on infrastructure and/or data systems automation, as assigned.
2. Coordinates day-to-day operations of the network office and engineers, ensuring work is prioritized and distributed effectively and efficiently.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont'd)

3. Coordinates the installation and management of network resources which may include routers, switches, hubs, physical transport media such as fiber, copper or wireless, high performance computer system interfaces, network management tools, network operating system, physical and virtual environments, SANs, NVRs and system application software, and end user systems including IP phones and cameras.
4. Maintains an awareness of state-of-the-art network architectures, advances in network hardware and software technologies, and evolving standards; participates in the testing and evaluation of new network equipment technologies.
5. Provides network documentation, training, and guidance to information systems staff and users as necessary.
6. Serves as the lead technical resource in the identification and resolution of network problems and emergencies; provides on-call support in the troubleshooting, reporting, and resolution of network problems in assigned areas.
7. Contributes to short, medium, and long-range planning for district network services.
8. Monitors user adherence to system security standards and policies.
9. Ensures the performance of and documents preventive network hardware and software maintenance, as well as backups and retrievals, as assigned.
10. Works with other members of the technology support team in planning and problem resolution in assigned areas.
11. Ensures timely notification of users of major system interruptions and provides users with information related to system updates and changes.
12. Coordinates with other departments, districts, Intermediate Unit, vendors, and other entities to resolve interoperability issues among systems.
13. Technical resource to networking, instructional technology, school, and technical operations staff, attending departmental leadership and coordination meetings, as needed, and communicating relevant information to engineering team.
14. Contributes to the development of annual operations and capital technology budgets.

The West Chester Area School District is an equal opportunity employment, educational and service organization.