**Systems Engineer job description**

**Job brief**

The Systems Engineer’s role is to ensure the stability, integrity, and efficient operation of the in-house information systems that support core organizational functions. This is achieved by monitoring, maintaining, supporting, and optimizing all networked software and associated operating systems. The Systems Engineer will apply proven communication, analytical, and problem-solving skills to help identify, communicate, and resolve issues in order to maximize the benefit of IT systems investments.

**Responsibilities**

1. Configure network equipment for efficient and resilient network operation.
2. Troubleshoots hardware, software, and network connectivity issues.
3. Performs preventative maintenance to maintain optimal system performance. Maintains network monitoring system.
4. Serves as a resource to administrators, teacher techs, teachers and staff. Develops district and department procedures and protocols for enterprise level items.
5. Initializes, configures, deploys, and repairs physical and virtual servers in a high availability environment, including strategies for backup and recovery, failover, load balancing, and full redundancy.
6. Configuration and troubleshooting of telephony systems.
7. Maintains inventory documentation of all server, network, computer equipment, peripherals, and corresponding configurations.
8. Collaborates with vendors for software and hardware installations, troubleshooting, administration, and maintenance.
9. Maintains records in work order system.
10. Installs printers on print server as required.
11. Prepares written and oral reports as required.
12. Maintains knowledge of current trends in computer support.
13. Assists in supervising and directing the work of the technical support staff assigned to technology services.
14. Attends and participates in Governing Board and other meetings as required or requested.
15. Performs related duties as assigned.

**Requirements**

* Minimum of ten years in an IT support/technician role
* Windows servers 2012 R2 and Hyper V, System Center
* Fortigate Firewall Management
* McAfee Antivirus.
* Disaster Recovery methodologies and practice
* HP P2000 storage system. Hyper V upgrade. Exchange 2010 servers patching and configuration
* Windows Cluster servers 2008 and 2012.
* Lync 2012 server.