

TITLE: Network Administrator

- QUALIFICATIONS:**
1. Associate degree in computer science and/or equivalent combination of training/work experience is required. Bachelor's degree is desirable.
 2. Experience in LAN/WAN connectivity and the installation, maintenance, and repair of computer hardware and software applications.
 3. Available to work a flexible schedule.
 4. Ability to troubleshoot problems on a variety of devices and platforms.
 5. Ability to manage user accounts/network processes on Microsoft servers.
 6. Communicate effectively with Technology Coordinator and district staff.
 7. Commitment to keeping current with technological advances.
 8. Excellent organizational skills and ability to pay attention to detail.
 9. Ability to supervise staff during State mandated testing.

REPORTS TO: District Technology Coordinator

SUPERVISES: TWE (Technology Work Experience Students)

JOB GOAL: To ensure the efficient operation of the network systems, telecommunications, technology hardware, software and peripherals. To evaluate the technology needs of the school district and recommend improvements when necessary.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

(The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions).

1. Supervises the preservation of district's network and plans future upgrades.
2. Accesses administrator and administrative technology devices, systems and information to conduct work.
3. Upholds board policies and follows administrative procedures and promotes a favorable image of the school district.
4. Respects personal privacy of users and maintains confidentiality of privileged staff and student information.
5. Manages the inventory of all technology equipment and associated paperwork. Prepares and submits reports, records, and inventories as directed.
6. Receives, inspects, and tests equipment and software used on network. Works with maintenance staff on construction/installation activities. Prepares support documentation (e.g., date installed, location, upgrades, etc.).
7. Installs network wiring and connections (e.g., servers, hubs, routers, etc.). Sets up and maintains file servers (e.g., users and groups, space allocations, backups, etc.) for local area networks (LAN) and wide area networks (WAN).
8. Keeps the Technology Coordinator informed about work progress. Avoids disrupting classroom activities except during emergencies.
9. Works with the district Technology Coordinator to schedule repairs by outside vendors.
10. Follows board-approved procedures for the disposal of fixed assets.
11. Manages user accounts in software systems.

12. Troubleshoots and works with maintenance department to resolve surveillance camera issues and assists administrators with video/image exports for disciplinary proceedings.
13. Troubleshoots and maintains IP telephony system including additions/changes/removals of phone extensions and voicemails.
14. Supports the district through a help desk, resolving trouble tickets entered. Provides technical support to help students and staff use computers, software programs, printers, and other peripherals effectively.
15. Maintains high standards and upholds the student conduct code. Reports student discipline problems, vandalism, or other related concerns to administrators and Technology Coordinator.
16. Takes administrative precautions to ensure student safety on school network. Reports unauthorized persons or suspicious circumstances immediately to administrators and Technology Coordinator.
17. Reports evidence of suspected child abuse as required by law.
18. Accepts responsibility for administrative decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
19. Performs other specific job-related duties as directed; TWE (Technology Work Experience)

(The following characteristics and physical skills are essential for the successful performance of assigned duties).

1. Demonstrates professionalism in work and dress as well as maintains a positive work attitude.
2. Works cooperatively to support a successful team effort.
3. Effectively uses verbal, nonverbal, writing, and listening skills.
4. Completes detailed paperwork accurately.
5. Interprets and applies technical information.
6. Reacts productively to interruptions and changing conditions.
7. Averts problem situations and intervenes to resolve conflicts.
8. Lifts, carries, and/or moves technology supplies and equipment.
9. Climbs and works from a ladder or other equipment that requires balancing skills.
10. Demonstrates fiscal responsibility when investigating technology options.
11. Performs activities that may require reaching, crouching, and/or kneeling.
12. Maintains an acceptable attendance record and is punctual.
13. Travels to meetings and work assignments.
14. Appropriately prioritizes tasks.
15. Tests fixes to ensure the problem has been adequately resolved.

(Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable).

1. Potential for exposure to blood borne pathogens and communicable diseases.
2. Potential for interaction with disruptive and/or unruly individuals.
3. Exposure to adverse weather conditions and seasonal temperature extremes.
4. Duties may require operating and/or riding in a vehicle.
5. Duties may require prolonged use of a computer keyboard and monitor.
6. Duties may require operating power tools and exposure to electrical hazards.
7. Duties may require exposure to cleaning solvents, air borne particulates, and odors.
8. Duties may require wearing protective clothing and using safety equipment.
9. Duties may require working under time constraints to meet deadlines.
10. Duties may require working during the evening and/or weekend.

TERMS OF

EMPLOYMENT: Salary: Per Administrative Salary Schedule
 # of Working Days: 260

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.