

**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.

