

Position: Network Administrator

Reports to: District Technology Coordinator

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Assist in providing technical expertise in the area of computer technology. This role includes assisting in hardware and software evaluation, maintenance and upgrading and to provide assistance throughout the district for the effective use of technology

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure internet and network security/safety of staff and students
- Assist in developing and maintaining an inventory of district owned hardware, software, and related equipment and materials
- Assist District Technology Coordinator in implementing and facilitating a cybersecurity plan
- Facilitate the creation and deletion of staff accounts (AD, Google, PSW, etc.)
- Manage the creation and deletion of phones and phone extensions as well as 911 and PA system integration where necessary
- Facilitate the preparation of new PCs and Chromebooks
- Manage the district camera hardware and software in conjunction with the vendor
- Recommend and coordinate any software updates for hardware
- Participate in email archiving and retrieval
- Assist in the coordinating of the distribution of computer hardware and software in the schools
- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students and parents
- Promote good public relations
- Attend meetings and in-services as required

Other Duties and Responsibilities:

- Assist the District Technology Coordinator in the development of policies and procedures relating to technology
- Serve as a role model for students in the TWE (Technology Work Experience) program
- Perform other duties as assigned by the District Technology Coordinator
- Respond to routine questions and requests in an appropriate manner

Qualifications:

- Five to ten years related experience, specifically with WINDOWS capabilities
- Local Area Network (LAN) administrator certification preferred
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening
- Organizational and problem solving skills
- Extensive knowledge of computer networks
- Novice, up-to-date knowledge of computer-related technology and equipment

Equipment Operated:

- Telephone
- Computer
- Copier
- Hubs/switches
- Motor vehicle
- Various hand tools

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled work days including calamity days
- Occasional interaction among children
- Occasional requirement to travel
- Occasional evening and weekend work
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Frequent need to lift, carry, push and pull various items up to a maximum of 50 pounds

Evaluation:

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

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education
Adoption date: April 15, 2024