

TITLE: SYSTEM AND NETWORK ADMINISTRATOR

QUALIFICATIONS:

1. High school diploma, preference may be given to applicants with relevant college education
2. Formal training or relevant experience in providing computing support in an educational environment
3. Valid driver's license and access to a suitable vehicle for transportation to all School district sites
4. General knowledge of operating systems, software, and hardware used by the district preferred
5. Working knowledge of TCP/IP protocol in networking environments, related experience preferred
6. Working knowledge of Active Directory Domain Services including Group Policy and Microsoft SCCM.
7. Able to read and comprehend technical instructions and information
8. Able to write simple correspondence as well as technical correspondence
9. Able to perform maintenance and repairs, and to trouble shoot hardware and software
10. Able to facilitate the effective utilization of technology equipment, applications, on-line services, and technology resources
11. Able to deal effectively with people who have varying degrees of knowledge about computers
12. Able to effectively communicate verbally in one-on-one, small groups, and large group situations
13. Able to lift and carry up to forty-five pounds
14. Excellent organizational and problem-solving skills
15. Able to work under deadlines
16. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO
Technology Director and Superintendent

JOB SUMMARY

To provide and maintain technology resources to teachers, students, and a variety of non-instructional processes such as student records, library acquisitions and circulating, and inventory management. To enhance instruction through the use of technology across the curriculum, and to promote efficiency in the schools through the use of technology.

MAJOR DUTIES AND RESPONSIBILITIES

Assisting Staff with Technology

1. Answer technology-related inquiries in person, over the phone, e-mail, or by fax
2. Give clear instructions and explain technology problems in non-technical terms
3. Help maintain a catalog of available instructional software and work cooperatively with the media specialist to provide access to appropriate software for teacher and student use

4. Help identify and provide for technology-related teacher training, including basic computer skills, use of network, and educational uses of technology
5. Support ongoing Five-Year Technology Plan development, implementation, and evaluation

Equipment and Networks

1. Perform preventative maintenance on all technology-based devices
2. Install, modify, upgrade, and repair all technological devices, both hardware and software, including contacting appropriate service contractors when applicable as well as repairing and replacing defective mechanical or electrical parts
3. Observe and identify current or potential problems within technological systems
4. Repair hardware and software and recommend solutions to technical problems
5. Keep electronic records or logbooks on equipment, such as inventories and maintenance records, system usage, and repair parts
6. Recommend system modifications and necessary user training to extend the life of existing systems
7. Administer the district's networks and servers
8. Assist in formulating, designing network extension, implementing, and maintaining an operational network based upon the district's Five-Year Technology Plan
9. Assist in administering the network user population
10. Add, maintain, or restrict user accounts and monitor network usage
11. Help administer access to the internet
12. Reduce risk of exposure to offensive material, and monitor and filter access to the internet to appropriate sites
13. Maintain and upgrade users' access to the internet
14. Aid in administering district e-mail accounts
15. Add or upgrade user information as necessary, monitor account usage, and maintain e-mail connection to the internet

Other

1. Provide support in the development of district policies related to the use of instructional technology, computer software, and online services
2. Keep immediate supervisor informed of activities and any issues that may arise
3. Training and supervision of student helpers
4. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at training or inservices
5. Seek assistance should emergencies arise
6. Represent the school district in a positive manner
7. Know and follow school district policy and chain of command
8. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the superintendent in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Printed Name

Date

Signature