NETWORK ADMINISTRATOR I   **Class Code: 7512**

REPORTS TO: District Technology Coordinator

JOB GOAL: To perform duties related to the installation, repair, upgrading and maintenance of the network components, computers, printers and other peripheral equipment.

PERFORMANCE RESPONSIBILITIES:
- Works under the general direction of the District Technology Coordinator
- Maintains network security and integrity
- Performs daily backups of all data/servers
- Implement the KETS technical initiative for the District
- Install new hardware and software
- Troubleshoot and fix hardware and software problems
- Set up networks, operating systems and servers
- Maintain the security of the technology systems
- Monitor access to computers and computer systems
- Monitor student use of technology
- Display good problem solving skills, time management and the ability to work well on their own and as part of a team.
- Maintain a variety of records, accounts, logs and files related to systems; prepare and purge records as necessary.
- Research new technologies for implementation consideration
- Manage network hubs, routers and switches
- Support and administer user accounts on the network
- Monitor and analyze network traffic and use
- Serve as an active member of the District Technology Committee
- Maintain a complete and accurate inventory of hardware and software for the District
- Maintain a current listing of IP pertinent addresses
- Serve as a point of contact for the KETS Help Desk
- Other duties as assigned by supervisor/Superintendent
- Maintain confidentiality of information regarding employees, individual students and their families.
- Maintain acceptable personal attendance without repeated unexcused absences, tardiness, absences without notification, or abuse of sick leave.
- Other duties as may be assigned by immediate supervisor

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years college-level course work in electronics and three years increasingly responsible experience repairing and servicing computer terminals, microcomputers and data communications equipment.

TERMS OF EMPLOYMENT:
- Work year is comprised of the number of days as designated by the current school calendar and board policy.
- Salary commensurate with adopted classified personnel salary schedule.
- Sick leave and personal leave provided as stated in board policy.

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

My signature below indicates that I have been given a copy of my job description.

_____   _____
Signature   Date