POSITION TITLE: District Network Administrator
F.L.S.A.: Exempt
REPORTS TO: Director of Technology

OVERVIEW

Perform a variety of technical tasks and duties concerning the design, implementation, and maintenance of the school district's communication and WAN/LAN networks; ensure that system hardware, operating systems, software systems, and related procedures adhere to district policies and current systems standards and best practices. In conjunction, these tasks will be expected to be performed with a high level of social and intrapersonal skills as demonstrated through communication, teamwork, and collaboration. Job responsibilities may be required to be carried out in school buildings, offices, classrooms, labs and designated instructional/learning areas.

QUALIFICATIONS

- All qualifications for Network Administrator including applicable certifications in computer hardware, network administration, server management. Proven ability through experience is acceptable.
- Minimum 3 years of experience as a network administrator or systems administrator.
- Detailed working knowledge of networking technologies and components.
- Experience in K-12 education environment preferred or demonstrated an understanding of the unique challenges of educational technology support needs.
- Associates or Bachelor degrees in applicable areas preferred.
- Experience supporting VMware environments, Cisco wireless networks, Cisco VOIP systems, Cisco wireless networks, and Microsoft Exchange preferred.
- Proven abilities in writing, communication, and technical documentation.
- Ability to lift a minimum of 50 lbs.
- Valid Missouri driver's license and a reliable personal vehicle as a means of transportation between buildings during the workday.

ESSENTIAL JOB FUNCTIONS

1. Install, configure, maintain and manage virtual and physical servers. Manage the physical network infrastructure, including wired and wireless networks.
2. Maintain hardware and software systems of, WAN, LAN, and wireless LAN performance by performing system monitoring and analysis and performance tuning.
3. Administers systems and servers related to district WAN, LAN and wireless LAN (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, VOIP, security, antivirus, spyware, etc.) for the purpose of ensuring

availability of services to authorized users.

4. Designs computer networks (e.g. Internet, intranet, webmail, FTP servers, etc.) for the purpose of ensuring effective and efficient operating systems.
5. Installs network (client and server) software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District WAN/LAN and telecommunication systems.
6. Maintains network operations and software applications (e.g. servers (file, print, application, WEB, database, proxy, etc.) for the purpose of ensuring efficient operations.
7. Manages assigned projects and program components (e.g. migration to new systems; scheduling installations, product research, etc.) for the purpose of delivering services in compliance with established guidelines and/or objectives.
8. Participates in a variety of planning and development activities, including district-wide committees (e.g. upgrades, etc.) for the purpose of creating short and long-range plans for related support to the district.
9. Prepares written materials (e.g. procedures, system-level documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing a written reference, and/or conveying information.
10. Recommends equipment, supplies, and materials (e.g. servers, switches, etc.) for the purpose of acquiring required items and completing jobs efficiently.
11. Ensure security standards are upheld. Maintains and supports the district's content filtering solutions and reports suspicious activities to administration.
12. Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks, telephones and security systems (e.g. servers, hubs, routers, network protocols, etc.) for the purpose of resolving operational issues and restoring services.
13. Manages assigned projects and program components (e.g. migration to new systems; scheduling installations, product research, acquisition of new network hardware, etc.) for the purpose of delivering services in compliance with established guidelines and/or objectives
14. Develop job-related planning goals and project task lists, and prioritize job/work requirements with a minimum of supervision.
15. Maintain appropriate maintenance and repair records and logs. Documents network and system diagrams, process flow diagrams, and backup/recovery procedures.
16. Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.
17. Trains other district staff, primarily within the technology area, in the networking subject-area (e.g. protocols, etc.) to ensuring their ability to use new and/or existing operating systems and application software.
18. Provide appropriate technical advice and assistance to other district staff and students.
19. Ability to maintain confidentiality, communicate clearly orally and in writing; work on-call and after hours.

TERMS OF EMPLOYMENT

Twelve-month employee. Salary, work year, and leave determined by district salary schedule and applicable Board of Education policies.

EVALUATION

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Occasional prolonged and irregular hours; frequent sitting, standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions. The employee is occasionally exposed to high work, precarious places and risk of electrical shock. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.