

412.01R13 Job Description, Network Administrator

Friday, August 11, 2023

Job Description, Network Administrator

The Network Administrator will be assigned, supervised, and evaluated by the superintendent of schools. His or her duties shall include, but not be limited to, the following:

- I. Maintaining, servicing, cleaning, and when necessary installing all components related to the computer network, including computer components, software, file servers, work stations, other digital electronic devices that are independent of the network, network hubs, switches, routers, firewall appliances, network cabling and service connections, and the wireless network infrastructure anywhere in the school district.
- II. Assuring that the district software, hardware, and wireless networks are operated in compliance with all regulations as specified by CIPA, COPPA, and FERPA.
- III. Maintaining and servicing the school district's digital phone system.
- IV. Maintaining and servicing the school district's security camera system and related components.
- V. Assisting teachers in the purchase and use of educational software and hardware.
- VI. Advising the superintendent or his designated representative(s) concerning the purchase of hardware or software upgrades for the system.
- VII. Developing bids for computer systems, software, and components.
- VIII. Training of staff, faculty and students in the use of computers and related peripherals, and software.

IX. Assisting in the writing of policies and procedures for the computer system as directed by the superintendent.

X. Monitoring the computer system for unauthorized use and reporting such use to the superintendent or principal for disciplinary action. This includes but is not limited to the unauthorized installation and use of software and accessing inappropriate material.

XI. Maintaining a system of backups for the file server and other critical computers in the system to prevent the loss of data.

XII. Attending some evening activities. Working overtime hours, upon the approval of the superintendent of schools, may be necessary.

XIII. Performing other tasks and duties as assigned.

XIV. Minimum physical activities: The Network Administrator must have the ability to perform the physical activities and work in various environmental conditions as follows:

A. Must occasionally work in noisy and crowded environments with numerous interruptions.

B. Requires stooping, bending, kneeling, turning, balancing, and reaching.

C. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

D. Requires operation of computer keyboards, tools necessary for maintenance, (screwdrivers, network cable crimping tool, etc), and the installation of delicate computer components.

XV. Minimum educational preparation requirements and experience:

A. Bachelor's degree or higher from an accredited college or university in computer science, education, business administration, public administration or related field OR five (5) years' experience in systems administration, information technology management, computer and/or network maintenance, including support for storage systems.

B. Well-developed human relations, communication, and organizational skills.

C. Proven ability to teach and mentor other technical professionals.