Name:

Title:　　　　　　**Technology Systems Administrator**

Qualifications:　　　　Any combination equivalent to: bachelor's degree in computer science or related field and two years of experience involving the planning, design, installation, maintenance and repair of network systems and related servers, equipment, hardware and software.

Reports to:　　　　School Improvement Specialist

Supervises:　　　　Helpdesk Technicians

Job Goals:　　　　Perform a variety of specialized duties involved in the planning, design, installation, configuration, operation, development, maintenance and repair of computer systems and related networks, servers, equipment, hardware, software and applications.

　　　　　　　　Administer, evaluate, modify and assure proper security and operation of District computer systems.

　　　　　　　　Research, design, coordinate and implement data network upgrades and new installations.

　　　　　　　　Troubleshoot and diagnose computer problems and malfunctions.

Terms of Employment:　　　　40 hours per week based on a twelve-month contract. Hours may be flexible to accommodate services needed beyond the regular school day.

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

Performance Responsibilities: This list is not intended to be all-inclusive. Other duties may be assigned.
Instruction: A three-point scale is used in this evaluation. A single ( ) mark should be made in the appropriate line.
   (1) Right-on-Target: full expectations of the district.
   (2) Improvement Requested: additional attention in this area is warranted.
   (3) Unsatisfactory: unacceptable performance. Does not meet district standards.
   (x) Not Applicable: There will be sections that may not apply to some evaluators.

REPRESENTATIVE DUTIES:

　1. _____　　Perform a variety of specialized duties involved in the planning, design, installation, configuration, operation, development, maintenance and repair of District computer systems and related LAN and WAN networks, servers, VOIP, security camera systems, equipment, hardware, software and applications; monitor and evaluate network performance to assure proper functioning; identify problems, concerns and security issues.

　2. _____　　Install, configure and assure smooth and efficient operation of system and related network servers, hardware, cabling, routers, switches, firewalls, wireless access points, VOIP, security camera systems, management systems and other network components, equipment and devices; replace cabling, equipment and devices; administer, configure, monitor and maintain network system servers and security; update servers with security patches and anti-virus and anti-spam software as needed.

　3. _____　　Inspect, troubleshoot and diagnose network system, server, hardware and application malfunctions to assure smooth running of network systems; resolve network problems and malfunctions; configure and adjust components as needed; recommend and implement solutions; repair and replace hardware as needed.

　4. _____　　Research and evaluate new technologies for possible implementation; confer and collaborate with staff concerning system needs, issues and malfunctions; provide recommendations for and assist in coordinating the purchase and implementation of new technologies including network hardware and software; maintain contact with vendors to request and discuss pricing and product information.

　5. _____　　Provide technical assistance and user support to District personnel, administrators and others concerning networks; respond to inquiries and provide detailed and technical information concerning network design,

equipment, hardware, software, routing, security, connectivity, configuration, malfunctions, applications, practices, techniques and procedures.

6. _____ Install server and work station software; test applications to assure proper operation; configure hardware and software to assure network access and smooth system operations; troubleshoot and resolve operating system malfunctions; obtain and install software updates and upgrades as needed; migrate data and coordinate and assure proper compatibility between network systems.

7. _____ Compile and analyze a variety of information and data related to network system use; prepare and maintain a variety of records and files related to network utilization, hardware and software configurations, back-ups and assigned activities.

8. _____ Perform a variety of system administration activities including establishing and maintaining user accounts, directories, passwords, e-mail accounts, internet connectivity, firewalls and designated programs and systems; administer e-mail, database, anti-virus and anti-spam systems.

9. _____ Communicate with personnel, administrators and various outside agencies to exchange information, coordinate projects and activities, and resolve issues or concerns.

10. _____ Operate a variety of computers, servers, peripherals, testers, meters, analyzers, specialized software and hand tools; drive a vehicle to conduct work.

11. _____ Provide for data integrity, security and availability on network servers and systems; maintain and configure security and anti-virus settings on District servers; schedule and initiate system backups; develop, plan and provide disaster recovery services for District network systems.

12. _____ Recommend and participate in the development, maintenance and implementation of network standards, policies and procedures.

13. _____ Participate in a variety of special technology projects and respond to emergency situations related to network systems as needed; collaborate with contractors on network projects as directed.

14. _____ Provide help desk support and technical assistance to District personnel concerning computer operations, hardware, software, applications, network systems and related malfunctions; receive phone calls and work orders; assess, identify and respond to user needs.

15. _____ Serve as an informational resource to District personnel concerning the operation of computer systems, hardware, software and related peripherals; respond to inquiries and provide information concerning related practices, procedures, applications and malfunctions.

16. _____ Maintain a variety of records related to work orders, inventory, asset management, mileage and assigned activities.

17. _____ Monitor and follow up on work orders and related maintenance and repairs; confer with and update technology personnel concerning computer malfunctions, problems, hardware, software, networks, information and backup data.

18. _____ Operate computers, peripherals and a variety of specialized software; set up computer equipment for staff and student use as directed; check in and out software and equipment as needed.

19. _____ Prepare computer equipment for staff/student use; install software and hardware and observe elements of the computer for evidence of incorrect performance; connect work stations to network server and assure access to system information and files; upgrade and update computer software and applications.

20. _____ Compose and distribute handouts, e-mails and other correspondence related to assigned technology functions; maintain informational documents in support of help desk operations.

21. _____ Provide training to District staff concerning the operation of various computer software as assigned.

22. _____ Attend and participate in various meetings as assigned.

23. _____ Travel to work sites for the purpose of supporting users or receiving training.

24. _____ Perform related duties as assigned.

25. _____ Attendance

26. _____ Punctuality

27. _____ Dependability

28. _____ Relationship with Other Personnel

29. _____ Relationship with Students/Public

30. _____ Quality of Work

31. _____ Cooperation

32. _____ Work Habits (Neatness, Speed, Etc.)

33. _____ School Ethics (Confidentiality, Loyalty)

34. _____ Other _____

EVALUATION SUMMARY

I believe that this employee's major strong points are:

1.	
2.	
3.	
4.	

I believe that the following are possible areas for focus for next year:

1.	
2.	
3.	

I have read this evaluation and have had a conference with the evaluator.   _____ Yes   _____ No

I agree with the evaluator.   _____ Yes   _____ No

If no, with what specific statement(s) do you disagree?

_____

_____

_____

_____

_____

Signature of Evaluator: _____ Date: _____

Signature of Employee: _____ Date: _____