WAUNAKEE COMMUNITY SCHOOL DISTRICT
NETWORK ADMINISTRATOR
Job Description

QUALIFICATIONS:
1. A Bachelor's degree in a related technical field or equivalent training and experience
2. A minimum of three years field experience administering Windows servers and Active Directory in a virtualized environment, supporting end-users, and supporting Windows desktop operating systems
3. Experience administering a Google Apps for Education (GAFE) environment strongly preferred
4. Demonstrated knowledge and field experience with network design, administration, monitoring, and hardware/software troubleshooting skills, and providing quality end-user support
5. Experience in educational institutions; K-12 experience strongly preferred
6. Demonstrated ability to work independently, be highly organized, and detail oriented
7. Demonstrated field experience working with confidential and time-sensitive matters
8. Demonstrated strong oral and written communication skills
9. Valid Wisconsin driver's license

REPORTS TO: Director of Technology

GENERAL RESPONSIBILITIES:
The network administrator position is responsible for managing and administering the school district networks and their integration. Responsibilities also include managing the distribution of software and computer settings to adhere to district security and use policies, installing and configuring servers and server software, configuring backups, managing network and district security systems, administering student testing systems and servers, and monitoring network performance.

The work of this position is completed as a part of a small, collaborative team where responsibilities frequently cross among staff members. This job is demanding physically, requiring the ability to bend, lift, crouch, kneel, and walk in order to perform the essential functions.

ESSENTIAL FUNCTIONS:
1. Manage district computer environment and software distributions with Group Policy
2. Manage and configure the GAFE environment
3. Configure, manage, administer, and support all district networks
4. Install and integrate new server hardware, operating systems, network applications, and anti-virus solutions
5. Administer, manage, and integrate district surveillance and security access systems
6. Administer network account distribution and life cycle
7. Monitor network server performance, availability, resource utilization, and capacity planning
8. Manage student testing software, servers, and configuration
9. Develop and maintain computer imaging and update servers
10. Configure, Deploy, and Administer new and emerging technologies
11. Assist Network Engineer in maintaining optimal network performance and security, protecting the network by actively managing routers, switches, firewalls, and content filtering on the physical and wireless networks
12. Assist Network Engineer with maintaining all district wiring closets, including labeling, cable management, switch deployment, and virtualization
13. Assist Network Engineer with essential functions to assist in the support of the district wired and wireless infrastructure
14. Assist with installation and maintenance of district workstations, printers, and peripherals – including their related software
15. Configure and maintain network backups
16. Provide level 3 support and support to district staff as needed
17. Maintain network server, operating system, surveillance system, and all other pertinent documentation

OTHER FUNCTIONS:
1. Maintain personal and professional technology skills and knowledge base, keeping current with industry trends
2. Provide training to end-users as needed
3. Promote a positive and professional image of the District at all times
4. Participate in meetings as required, offering insight and direction regarding the use of technology as it relates to the District's Information Literacy and Technology Plan
5. Maintain a positive, collaborative relationship with other members of the core technical team
6. Perform all other responsibilities as assigned

Adopted: January 2007
Updated: May 2011
       May 2014
       March 2017