

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Systems Manager

QUALIFICATIONS:

1. Technology training and/or experience.
2. Has an understanding of network issues.
3. Has an understanding of e-mail issues.
4. Good interpersonal skills.
5. Possess intuitive software skills.
6. Has the ability manage our student information system.
7. Has the ability to work and communicate effectively with staff.
8. Proficient in IBM hardware problem resolution and willing to learn Mac hardware problem resolution.

REPORTS TO: Technology Teacher and Technology Chair

JOB GOAL: To maintain district systems equipment and software

PERFORMANCE RESPONSIBILITIES:

1. Manages Student Information System
2. Deal and advise with problem resolution issues
3. Maintains district networks
4. Manages district e-mail system
5. Web page duties as assigned
6. Has an understanding and assists with district business management software
7. Maintains all district IBM computers.
8. Assist in planning of network upgrades and make recommendations for purchase of equipment.
9. Monitor network traffic with appropriate software, identify and resolve network problems.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be according to the current schedule.

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

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(The preceding job description contains only measurable performance responsibilities.)

4/2/03