

**CLASSIFIED PERSONNEL  
JOB DESCRIPTION**

**POSITION TITLE:** Network Administrator

**QUALIFICATIONS:** Any combination equivalent to: associate or bachelor's degree in Information Technology, Computer Science, or five years of field experience in Information Technology and LAN support.

**REPORTS TO:** Chief Information Officer

**JOB GOALS:** Support, maintain and advance the information technology infrastructure of the Ashland Independent School District.

**PHYSICAL REQUIREMENTS** Shall have the ability to sit, lift, stoop, push, climb, and drive any and all body movements as related to the job description.

**GENERAL DUTIES:** Shall react positively to directives.  
Shall carry out assignments in a timely manner without undue checking.  
Shall adhere to time schedules as set forth.  
Shall adhere to School Board Education Policies and Procedures.

**SPECIFIC DUTIES:** Installs/supports/upgrades for district switches, routers, phone equipment and other related network gear.  
Troubleshoots all network connectivity issues; this includes LAN, WAN and all data/voice circuits.  
Maintains documentation on all network infrastructures including circuit ID's and support contacts.  
Open tickets with appropriate carriers to resolve connectivity issues.  
Configures and maintains regular backups for all networking equipment including district phone system.  
Responds to alerts after hours when required.  
Ensures that all networking/server infrastructures are being properly monitored.  
Serves as backup for other district IT personnel when needed.  
Provides help desk support for district users.  
Supports the STLP and Robotics programs and provide assistance with projects as needed.  
Researches and evaluates hardware and software for District purchases; interacts with vendors to research and negotiate pricing of Information Technology  
Participate in schedule district technology meetings.  
Demonstrates regular attendance and punctuality.  
Obtains Industry certifications as required.  
Inform district technology department of building technology needs.  
Oversees and maintains paperwork for the Universal Service Fund/E-Rate program.  
Performs other duties consistent with the position as assigned by the Chief Information Officer.

**DAYS OF EMPLOYMENT:** 260 days (8 hours per day) Responsibility Factor 1.25

**SALARY:** Commensurate with Ashland Independent Schools Classified Salary Schedule

Updated: 6/27/2016