

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: **NETWORK SPECIALIST I & II**

QUALIFICATIONS:

1. Baccalaureate Degree-preferred in computer science, engineering or related field.
2. Four or more years network / server administration experience
3. Prefer certifications in computer / network fields MCP, MCSA, Network+, Security+, and Server+
4. **Network Specialist I:** Hold one or more certifications in, the following, CISCO CCNA (or HP/Brocade equivalent), Google Cloud Administration, Fortinet Certified Associate, Symantec, other as approved by the Director of Technology.

Network Specialist II: Hold Three or more certifications in, the following, CISCO CCNA (or HP/Brocade equivalent), Google Cloud Administration, Fortinet Certified Associate, Symantec, other as approved by the Director of Technology. (Masters Degree in related field)

REPORTS TO: Director of Technology

JOB GOAL: To provide support and maintain the district's network, server, computer and telephone systems

PERFORMANCE RESPONSIBILITIES:

1. Assist the Director of Technology in administering and supporting district network, servers, computers, and telephone infrastructure.
2. Serve as a technology resource to all staff and students.
3. Supervise the general installation of all technology equipment and systems within the district.
4. Ensure all district, state and federal privacy and data security regulations are enforced.
5. Provide and maintain network, server and computer security including anti-virus, anti-spam, anti-malware and internet website filtering.
6. Serve as liaison to technology vendors utilized by the district.
7. Serve as a resource to district technology personnel.
8. Create and develop specifications for technology infrastructure and equipment for requesting bids from vendors.
9. Evaluate technology bids and proposals submitted by vendors.
10. Maintain a high level of security as entrusted with confidential information.
11. Assist in maintaining network and email accounts in multiple systems including AD and Google Gsuite.
12. Ensure all safety procedures are followed by all staff.
13. Perform other duties and responsibilities as directed by the Director of Technology and/or Assistant Superintendent of Operations

PHYSICAL DEMANDS:: Must be able to lift up to 50 pounds, climb ladders and operate lifts

TERMS OF EMPLOYMENT: 260 days as per School Board Policy GDBDA

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by the Director of Technology

PAYSCALE: Classified Exempt

APPROVED BY SCHOOL BOARD: June 24, 2021