RSU No. 5 Durham ~ Freeport ~ Pownal
Network and System Administrator Job Description
Classified Support

QUALIFICATIONS:

1. Education, training, and/or professional experience in Information Technology or Computer Science fields
2. Proficiency in network operating systems, management tools, and hardware like routers, servers, switches, firewalls, and various OS types.
3. Understanding of data network cabling standards, ethernet, and network elements
4. Hold valid State of Maine Criminal History Records Check (CHRC) Approval

REPORTS TO:

Director of Technology

JOB GOAL:

To support current and evolving technology in the district, including networks, telephony, paging and intercom, security, access control, and classroom hardware and software.

PERFORMANCE RESPONSIBILITIES:

1. Maintains professional customer service with employees, colleagues, and outside agencies.
2. Install, maintain, and support server and network operating systems, including hardware and software configuration, in accordance with established procedures and standards.
3. Monitor, respond to, and log incidents related to network systems, servers, storage, and operating systems.
4. Utilize computer applications for work assignments and lead IT projects, including overseeing district-wide networks (WAN, LAN, Wireless), internet connectivity, and other critical systems.
5. Maintain district-wide communication systems, such as phones, paging, security cameras, and emergency systems like access control systems and panic buttons
6. Ensure data protection through regular backups, disaster recovery planning, and failover procedures, maintaining adherence to confidentiality and professional standards, checking integrity of backup jobs, maintaining both local and “air gap” backups for critical systems.
7. Provide technical support and training to staff and end-users, manage technology systems and infrastructure, and coordinate with various departments to ensure continuous operation and data synchronization.
8. Support live-streaming district Board meetings on a rotation with other Technology Team members.
9. Performs other duties as may be assigned by the Director of Technology,

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows chain of command for various administrative procedures or concerns

6. Observes Board and school policy.
7. Meets and follows all State and federal laws and regulations.

EVALUATION:
Evaluated annually by the Director of Technology

TERMS OF EMPLOYMENT:
Salary and benefits to be established by the RSU No. 5 Board of Directors.

NOTE:
The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee Name: _____

Employee's Signature: _____ Date:_____

Original to Personnel
File Copy to Employee
Adopted: 4/16/24;