

## **SUPPORT STAFF POSITION**

**TITLE:** Network Manager

### **QUALIFICATIONS:**

1. Deep understanding of networking protocols, server and storage virtualization technologies, Microsoft Windows Server technologies including Active Directory, disaster recovery.
2. Proficient in Systems such as, but not limited to: VMWare, VCenter, Windows Server 2008, Windows Server 2012, cloud-based email system, Meraki, Cisco and IP Cameras.
3. Proficient in networking equipment and tools such as, but not limited to: Switches, Routers, Servers, Cables, Racks, Firewalls, LAN, WAN, TCP/IP, DNS, UDP, LDAP, Latency and VoIP.
4. Must have the ability to install and support network hardware and backup systems with redundancy.
5. Professional Certification from Cisco Systems preferred.

**REPORTS TO:** Director of Technology and Assessment

**JOB GOALS:** The Network Manager will manage, monitor and support the district network infrastructure, telecommunications system and security camera system. In addition, the Network Manager will be responsible to install, configure and maintain both physical and virtual computer servers, maintain employee network, cloud-based email system and wireless environment as well as any other related duties assigned by the Director of Technology and Assessment.

### **PERFORMANCE RESPONSIBILITIES:**

1. Support the Board of Education and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Assist the Director of Technology and Assessment the budget building process to support the district's vision for educational technology.
3. Responsible for the management and configuration of network users and resources, including email, file services and network printing.
4. Responsible for the management of both Local Area Networks and Wide Area Network, including the coordination of installations, upgrades and repairs.
5. Responsible for the installation, management, configuration, and maintenance and upgrading of all current and incoming district servers.
6. Ensure network security through the use of firewalls and Internet filtering.

7. Manage and coordinate school wide desktop security and the constant upgrades that are needed.
8. Manage and coordinate Operating System and software application upgrades.
9. Perform routine system backups and precautionary tests.
10. Troubleshoot and maintain technology equipment, systems and networks.
11. Facilitate repairs when required. Supervise work by outside contractors.
12. Oversee Antivirus updates for network and computer devices.
13. Collaborate with Director of Technology and Assessment in project management as it relates to the technology department.
14. Field emergency calls from IT Staff.
15. Manage the response to helpdesk tickets and provide direct support to ensure a quick response to instructional and administrative technology needs.
16. Manage the district technology inventory to ensure adequate life cycles and asset tagging for all technology devices.
17. Supports district procedures in disposal of end-of-life computer equipment.
18. Manage the configuration and deployment of all district technology devices.
19. Work with Director of Technology and Assessment in the scheduling and organization of new computer and related hardware installations.
20. Additional tasks of a technical nature as designated by the Supervisor in support of the operation of the Technology Department and District Networks.
21. Perform other duties assigned by the Superintendent of Schools and/or designated administrator, or required by law, code, regulation, and/or Board policy.

**Physical Demands:** Requires operating computer equipment, moving and lifting computer equipment, and related peripherals.

**Terms of Employment:** Full-time 12-month position. Contract terms and salary to be determined by the board.

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of non-certificated personnel.