



South Lane School District

Job Description

Job Title: Network Specialist
Reports To: Technology Supervisor
Evaluated By: Technology Supervisor

JOB SUMMARY

The Network Specialist performs all the tasks of Technology Specialist. Additionally, the Network Specialist participates in planning, installation, maintenance, and upgrades of all data and voice network services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Follows and maintains knowledge of all applicable District policy (ies) and procedures.
2. Participates in the planning, installation, and maintenance of network related projects and services: including deployment of wireless networks; voice over IP and installation of Linux; Unix and Windows network servers.
3. Assists staff with planning, installation, and use of computers, software, networks and computer-related equipment.
4. Work with building staff to maintain their school's information technology equipment in good working order.
5. Respond to hardware and software problems at building sites
6. Maintain accurate records, inventories, and reports as assigned by the Technology Supervisor.
7. Clean, build, refurbish and otherwise maintain a variety of computer systems.
8. Participate in maintenance of telephone systems as directed by supervisor.
9. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
10. Grows knowledge base through ongoing professional development.
11. Maintain appropriate certifications and training hours as required.
12. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Participates in staff meetings and professional development activities as directed.
2. Works cooperatively with other Department Specialists as assigned by the Technology Supervisor.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Education and/or Experience:** High school diploma or General Education Diploma (GED). College level experience required plus at least one year experience working on large networks in a high level support capacity and working with a variety of computer software, hardware and peripherals. Prior experience in schools desirable. Extensive knowledge of data and voice networking technologies. Skills in the management of data and programs; installation, configuration and troubleshooting of industry standard hardware and software; instruction and management of small and large groups.
2. **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver license.
3. **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact and communicate with students and staff appropriately. Create a safe and welcoming atmosphere for students and staff.
4. **Language Skills:** Ability to communicate fluently, verbally and in writing in English. Ability to read and interpret computer hardware and software manuals. Ability to follow written directions.
5. **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
6. **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Problem solving reactively and proactively in response to technology related issues.
7. **Computer Skills:** Expert knowledge of computer networks and wireless platforms used in the South Lane School District..
8. **Other Skills and Abilities:** Duties may include work hours outside a “typical” shift.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, see and hear. The employee is frequently required to walk; stand; sit and use hands. The employee is required to lift 25 pounds and occasionally up to 50 pounds, carry and move work related supplies and equipment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee may occasionally be required to wear protective clothing (typically gloves) and use safety equipment. Employees have the potential to be exposed to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises and odors.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee

Prepared Date: March 2014

Reviewed/Adopted By: SLSD School Board

Review Date: June 2014

I have read and understand this job description.

Signature:

Date:
