



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Network Administrator

(Rev. 12/17/2012, Rev. 04/28/2016)

Qualifications:

1. 5-7 years prior experience working within related field of technology
2. A+, Network+, or MCP technical certification
3. Valid driver's license
4. Must be able to lift 40 pounds

Reports To:

Directory of Technology

Job Goal:

To ensure that network and associated systems are running effectively and efficient for the district and shared services. Assist Director of Technology in high-level network design, implementation, and management. Goals are for both Kingsway Regional and South Harrison School District.

Performance Responsibilities:

1. Install and maintain district servers (including, but not limited to web services, DNS, Active Directory, firewalls, and terminal services).
2. Install and maintains district e-mail system
3. Create and manage workstation/laptop system images for Network Technicians to deploy.
4. Supervise the installation and/or maintenance of network systems when outside vendors are required.
5. Provides support for district personnel when needed.
6. Ensures the integrity of all network systems.
7. Provides Director of Technology feedback regarding network systems in a proactive manner.
8. Assist with the review and evaluation of software/hardware purchases for the network.
9. Maintains a functional and reliable system for data recovery.
10. Coordinates deployment of network projects with the Director of Technology
11. Keeps an accurate inventory of district network equipment as instructed by the Director of Technology.
12. Maintains expertise in computer technology and provide suggested improvements and advancements to the Director of Technology.
13. Prioritizes and provides level 2 support for all help desk requests that Network Technicians are unable to resolve.
14. Provides support/training to Network Technicians to improve their overall knowledge with regards to technology.
15. Works with the Director of Technology to advance Strategic Technology Plan.
16. Attends bi-monthly technology meetings to provide updates and address concerns regarding district technology.
17. Performs other such duties as may be assigned by the Director of Technology.
18. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.



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Employment conditions:

Contract year:	July 1 to June 30
Job Family	Secondary Supervisor
Pay Grade/Compensation Structure:	G09
Evaluation:	In accordance with Board policy
Job Code:	9200