

JOB TITLE: DIRECTOR OF NETWORK SERVICES

QUALIFICATIONS:

1. Preferred - Bachelor's Degree or higher, from an accredited college or university in Computer Science, Education, Business, Administration, Public Administration or related field.
2. Preferred - Five years of experience working with operating systems, network and standalone systems, various software and multimedia applications, relational databases, telecommunications, networked hardware and associated network products and peripherals.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Director of Technology

SUPERVISES:

1. Network secretary
2. Computer Tech staff

JOB GOAL: To design, develop and maintain system infrastructure and integrity. Administer new projects that expand the capabilities of the network and technology departments.

PERFORMANCE RESPONSIBILITIES:

Primary Responsibilities:

Network Administration

1. Provide support to technology staff, Instructors and Administrators (Tier 2)
2. Design and configure VLANs
3. Configure, maintain, administer WLAN (Aerohive, PEAP, MSCHAPv2)
4. Configure, maintain, and administer all servers (Server 2003, 2008 and Linux)
5. Configure, maintain, and administer network security devices (Cisco ASA / VPN)
6. Create usernames and passwords for all Staff and Students (roughly 400 new students a year)
7. Maintain and update Web filtering device (Barracuda)
8. Create and verify daily and monthly backups of critical data. (Backup Exec, Custom)
9. Administer Anti-virus and Update Server
10. Troubleshoot various issues that arise on network
11. Configure, maintain, administer switches (Routing, QoS)
12. Advise administration on best practices, and solutions to various opportunities
13. Make recommendations and plan for future projects, most importantly 1:1
14. Assist with budget planning and administration - Software Management / Support
15. Provide Technical Support to Students, Parents, Staff for Student Management

System

16. Supply Various support for the following Cloud Based Solutions
 - Study Island
 - Acuity
 - Acellus
 - ParentLink
 - Netchemia
17. Generate Username/Passwords for above programs
18. Support end-users with support for desktop applications
19. Train users on various required software (Website, Lumen SIS, Netchemia)
20. Maintain and support AutoDesk software and licensing (Drafting Courses)
21. Maintain and support District's Time clock server
22. Support Keystone Financial Software

Database Administration / Programming

23. Create reports out of various databases (MSDE, MDB, PostGre, IUni)
24. Create nightly backups of all databases (DRCM)
25. Create custom data extracts using PHP scripting
26. Create schedules for data extraction using Linux / Windows
27. Create and support custom solutions (Access / PHP)
28. Create Custom modules in Lumen (PHP)

Student Management System (Main Responsibilities)

30. Setup Attendance Monitoring
31. Master Schedule Automation (High school only)
32. Support / Troubleshoot Transcripts
33. Support / Setup Locker Management
34. Student Performance Management

Secondary Responsibilities:

1. Procure and process E-rate funding
2. Participate in budgeting and order procurement
3. Manage district website
4. Manage food services software
5. Participate in MOSIS report validation and uploading

Organization and Operation:

1. Assess needs and develop long-range plans for the district and building network infrastructure and data systems.
2. Research and recommend appropriate staff, technologies, and equipment to implement the goals of the district improvement plan and meet board, state and federal standards.
3. Provide technical, managerial and advisory support to building technology programs, such as cataloging, processing, equipment maintenance/repair, needs assessment, budgeting guidelines, and legal issues involving copyright and technology usage.
6. Supervise the operation and distribution of technology resources.
7. Assess district and building needs and prepare technology budgets and reports.
8. Consult and advise contractors to plan network projects including addition of multi-campus communication lines, service contracts and capabilities.

9. Work with central administrators, principals and department heads, teachers and others to write, implement, oversee and evaluate the district technology plan.
10. Coordinate and assist with the implementation, support and management of the district student management system.
11. Supervise technology staff in the purchase, installation, maintenance, repair, and updating of district technology equipment and resources.
12. Advise district staff and committees on new trends, best practices, and educational changes in the area of technology and networking.
13. Explore and evaluate current developments and innovations in the field of technology.
14. Perform other duties and responsibilities as assigned by the superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed:_____ Date:_____
(Network Administrator)

Signed:_____ Date:_____
(Director of Technology)