



JOB TITLE: Technology Coordinator/Network Administrator

REPORTS TO: Assistant Superintendent (Assistant to the Superintendent)

DEPARTMENT: Technology

QUALIFICATIONS:

1. Minimum of two years of college or technical education.
2. Work experience and knowledge related to various aspect of technology, use of technology in educational institutions, preferably elementary/secondary education.
3. Skills in planning, organizing, monitoring and communicating.
4. Ability to work with persons, teams and committees.
5. Possess an awareness of the future directions of technology and apply that knowledge in a system-wide manner.
6. Execute a commitment to continual professional growth/development in the field of technology.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the management of the Lab Technicians within the district.
2. Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols.
3. Establishes network by evaluating network performance issues including availability utilization, throughput, and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures; establishing connections and firewalls.
4. Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor.
5. Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.
6. Prepares users by designing and conducting training programs; providing references and support.
7. Upgrades network by conferring with vendors; developing, testing, evaluating, and installing enhancements.
8. Meets financial requirements by submitting information for budgets; monitoring expenses.
9. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
10. Protects organization's value by keeping information confidential.
11. Accomplishes organization goals by accepting ownership for accomplishing new and

- different requests; exploring opportunities to add value to job accomplishments.
12. Administers systems and servers related to district LAN and WAN, telephone, and technology installed A/V systems (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, VOIP, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users.
 13. Designs and creates computer networks, network topology and network engineering (e.g. Internet, Intranet, web mail, FTP servers, etc.) for the purpose of ensuring effective and efficient computer operations.
 14. Installs and tests server software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of maintaining District WAN/LAN and telecommunication systems.
 15. Maintains network operations and software applications (e.g. servers (file, print, application, WEB, database, proxy, etc.), operating systems, districtwide server backup, routine maintenance programs, etc.) for the purpose of ensuring efficient operations.
 16. Manages assigned projects and program components (e.g. migration to new systems; scheduling installations, product research, etc.) for the purpose of delivering services in compliance with established guidelines and/or objectives.
 17. Participates in a variety of planning and development activities, including districtwide committees for the purpose of creating short and long range plans for the ongoing support to the district.
 18. Prepares written materials (e.g. procedures, system level documentation, reports, memos, site surveys, operational documentation, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
 19. Recommends equipment, supplies and materials for the purpose of acquiring required items and completing jobs efficiently.
 20. Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.
 21. Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.
 22. Trains other District staff (primarily within the technology area) for the purpose of ensuring their ability to use new and/or existing operating systems, application software, hardware and peripherals.
 23. Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks, telephones, security systems and A/V systems (e.g. servers, hubs, router/switch, network protocols, etc.) for the purpose of resolving operational issues and restoring services.
 24. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

EVALUATION:

Performance will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Act 93 Personnel.