



3. Assist with the installation, maintenance, troubleshooting, and repair of network equipment.
4. Diagnose and repair network connectivity and hardware issues.
5. Maintain network design and configuration documentation. Work with end users to identify needs and correct problems.

### **Network Security**

6. Implement, and maintain districtwide network security for all systems by maintaining network, Internet, and e-mail accounts.
7. Run backup procedures on all networks and workstations on a regular basis and restore district data as needed.
8. Contribute to the development and implementation of a disaster recovery plan as it relates the district's network.

### **Other**

9. Work with software and hardware vendors to maintain appropriate product support.
10. Compile, maintain, and file all reports, records, and other documents required.
11. Comply with policies established by federal and state laws and regulations and local board policy.
12. Respond to after-hours emergencies as needed.
13. Follow district safety protocols and emergency procedures.

### **Training**

14. Design, develop, and present effective campus- and district-level staff development on the use of technology-based instructional strategies in the classroom. Assess participant acquisition of skills using a variety of evaluation procedures and conduct follow-up training based on results.
15. Design individual instructional modules, instructional materials, and training aides that incorporate the use of technology into the existing curriculum.
16. Work with principal(s) and campus committees in planning technology training, implementing technology plans, and selecting instructional equipment and software.
17. Work with district technology staff and outside vendors to ensure that teachers and administrators have the support, equipment, and materials needed to implement technology-based instruction.
18. Monitor and evaluate implementation of technology-based curriculum at the campus level.

### **Supervisory Responsibilities:**

None.

## **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Hand tools and test instruments for electronic repairs and cable installations; standard office equipment including personal computers and peripherals; small truck or van

**Posture:** Prolonged sitting and standing; regular kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders

**Lifting:** Moderate lifting and carrying (up to 44 pounds); occasional heavy lifting (45 pounds and over)

**Environment:** Exposure to electrical hazards; occasional prolonged and irregular hours; frequent districtwide travel; May be required to be on-call 24 hours a day.

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.