

Position: Network Administrator

Job Summary: The Network Administrator is responsible for designing, implementing, maintaining, and troubleshooting the District network in a campus enterprise topology. Serves as the district resource for all connectivity and computer operations required for all schools to use computer technology in a networked environment. These responsibilities include switches, routers, firewalls, wireless controllers and access points, content filters, and physical and virtual servers.

Qualifications/Minimum Requirements:

1. Bachelor's Degree or equivalent, relevant work experience of no less than 5 years.
2. Experience working in a K-12 environment (preferred).
3. Physically able to climb ladders and lift/transport heavy objects.
4. Must have a valid driver's license to travel between buildings.

Reports to: Technology Director

Skills:

1. Knowledge and demonstrated technical skill covering, but not limited to, Windows Server OS, Windows Desktop OS, Active Directory, Group Policy, Microsoft Deployment Services, VMWare, iOS, ChromeOS, Mobile Device Management software, and PC and server applications.
2. Knowledge and demonstrated technical skill covering, but not limited to, switches, routers, firewalls, wireless controllers and access points, content filters, and physical and virtual servers.
3. Knowledge and demonstrated technical skill in pulling, terminating, and testing data cables.
4. Disciplined policy enforcement combined with tact and professionalism in handling issues.
5. Ability to handle multiple concurrent issues while maintaining focus in an environment with frequent interruptions.
6. Responsiveness, follow-through, and attention to detail.
7. Ability and desire to work independently and as part of a team.
8. Willingness to learn new technologies and expand knowledge domain.
9. Excellent interpersonal skills, both oral and written, with the ability to interact effectively with all levels of the organization.
10. Effective organizational skills.

Responsibilities:

1. Design, implement, and maintain the district's network infrastructure, which includes wired network switches, wireless controllers, and access points.
2. Install, configure, and perform upgrades on physical and virtual servers across the district.
3. Install, configure, and maintain network printers across the district.
4. Install, configure, and perform updates to enterprise-level software.
5. Perform updates to the Student Information and District Financial software programs and assists vendors with resolving issues related to these programs.
6. Ensure critical data is backed up to both onsite and offsite locations.

7. Install and maintain an email archival system to comply with FOIA requests.
8. Maintain an accurate inventory of the technology within the District.
9. Manage student and staff active directory and email account creation and resolves technical issues related to user accounts.
10. Assist the Technology Coordinator with maintaining software and hardware license compliance.
11. Ensure the network's security by implementing and maintaining a firewall, content filter, and endpoint protection solution.
12. Provide summer maintenance for all systems.
13. Perform other duties as assigned by the Technology Coordinator.

Benefits:

- Professional development opportunities.
- Supportive and collaborative work environment.
- Opportunity to make a positive impact on the lives of students.