Approved by Board on 08/04/03
Revised 01/30/12

ROLE DESCRIPTION
NETWORK ADMINISTRATOR

TITLE: Network Administrator

QUALIFICATIONS:
1. Bachelor Degree in Computer Science or
2. 5 Years Related Experience

REPORTS TO:
Director of Library/Media/Technology Services

JOB GOAL:

Analyzes, recommends, installs, assists in planning and supports the school district's central computer systems and network including but not limited to: servers, routers, switches, firewalls, data and voice communication lines, operating systems and other types of software. Provides assistance in addressing problems that arise. Participates in the design and planning of infrastructure to support new applications and technologies.

A. PERFORMANCE RESPONSIBILITIES:

1. Performs analysis and makes recommendations regarding server and network related equipment and software.
2. Develops and evaluates options in infrastructure planning to support new applications and technologies.
3. Performs capacity planning activities.
4. Analyzes server and network activity and maintains performance monitoring systems as well as other software programs e.g., intrusion detection, virus scanning applications, etc.
5. Conducts product evaluations of upgraded or new hardware and software identifying strengths, weaknesses, and potential benefits.
6. Procures, configures, and installs server and network hardware and software.
7. Supports existing servers, systems and networks.

B. MAINTAIN THE HIGHEST STANDARDS OF PROFESSIONALISM:
1. Demonstrates positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
2. Demonstrates responsible behavior regarding attendance and work schedule.
3. Performs in a professional manner when interacting with students, parents, faculty, administration, and co-workers.
4. Follows the guidelines of confidentiality as established by the school district.
5. Attends and participates in relevant training sessions, meetings and professional growth activities as requested and/or required.
6. Performs other reasonable duties as requested by the supervisor.

TERMS OF EMPLOYMENT:
Twelve Month Contract

EVALUATION:
Performance of these responsibilities will be evaluated annually in accordance with the approved administrative procedure for staff evaluation.