

SAN YSIDRO SCHOOL DISTRICT

TITLE: Network and Systems Specialist
DEPARTMENT: IT
FLSA: Non-Exempt
CREATED: April 2023

REPORTS TO: Director of Education Technology
CLASSIFICATION: Classified (12 month)
SALARY: Classified Schedule Steps 18-22
Board Approved: April 13, 2023

BASIC FUNCTION: Under the direction of the Director of Education Technology, the Network and Systems Specialist installs and maintains network hardware, servers, and systems, and operates the district computer equipment; Maintain system documentation; and to do related work as required.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Installs, manages, supports, and repairs the virtual and physical servers and data storage hardware used by the district.
- Creates, manages, and supports users accounts, computers accounts, group policies and software updates.
- Installs, manages, supports, and repairs network LAN and WAN hardware and cabling.
- Administers and supports the VOIP phone system including setting up new devices and lines, troubleshooting, training, and repairing.
- Installs, manages, supports, and repairs the wireless network.
- Setup and configure new Chromebooks for staff and students.
- Assist the team with troubleshooting and repairing Chromebooks and other user devices.
- Administers and supports various systems as needed including Google Workspace, Antivirus, Clever, and other data systems.
- Assist in the planning and development of various systems, network infrastructure and hardware including the researching, testing, providing recommendations, installation and gathering of quotes.
- Work with various vendors on special projects, network or phone outages and all system upgrades.
- Participates in a variety of planning and development activities, including committees for the purpose of creating short- and long-range plans for technology.
- Creates system documentation as needed.
- Complete work orders as assigned.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Operating systems such as Windows 10/11, Windows Server, Windows Hyper-V, Google Workspace, Chrome OS, Cisco IOS and MS-DOS.
- File organization and database techniques.
- Processing techniques and concepts.
- Computer systems from a user standpoint.
- Modern office methods, practices, and procedures.
- Systems analysis and system design.
- Programming languages such as Google GAM, SQL, etc.
- Google Workspace
- Internet and how it may be used in an educational setting.

ABILITIES:

- Prepare and operate equipment.
- Analyze complex technical data.
- Instruct personnel with various levels of knowledge of computer concepts.
- Diagnose/repair of cabling, PC's, and networking problems.
- Maintain a good working relationship with the public and fellow employees.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

- Must possess an associate degree in computer science or a closely related field.
- Minimum of two years of experience involving the design, installation, administration, and operation of LAN/WAN networks.
- Minimum of two years of experience involving the design, installation, administration, and operation of Windows Servers and virtualization.

WORKING CONDITIONS:

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files, lifting light objects.