SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: **Network Manager**

QUALIFICATIONS:

1. Bachelor's degree in computer science, management information systems or related fields required.
2. Certifications such as MCSA/MCSE Azure are preferred.
3. Experience with Microsoft Active Directory management.
4. Working knowledge of Windows™ Server 2008/2012+, Windows™ 8/10, Office 365 and Azure.
5. Minimum of 5-year experience in information technology management.
6. Experience using a variety of technology hardware, software, and operating systems.
7. Experience managing multiple servers and complex network systems.
8. Working knowledge of ethernet switches, wireless access points, and Fortinet Firewall technology.
9. Basic knowledge of instructional software usage in classroom environment, network topologies, current hardware and software integration.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains a robust "always on" infrastructure for technology including integrated, interoperable systems for supporting teaching and learning, as well as management and operations.
2. Provide oversight and develop standards for all networks and systems to ensure 24/7 system availability.
3. Assists with planning and logistics for online district, state, and national assessments including ensuring access to appropriate technology and network services.
4. Enforces policies and practices for safe, legal, and ethical use of digital information and technology.
5. Assists with the development and management of annual and long-term financial plans and budgets.
6. Develops automation routines for effective administration and maintenance.
7. Plans, directs, and coordinates all tasks related to infrastructure and security, device acquisition, replacement and repair, and user support.
8. Develops standards for district networking and communications infrastructure, computer hardware and maintains records of all hardware and software licensing.
9. Monitors network and data security to ensure the integrity and reliability of systems.
10. Maintains system security and disaster recovery plans.
11. Preserves the confidentiality of all proprietary and confidential data and information in accordance with district policy, and state and federal laws.
12. Researches current trends in technology, informs staff and administration of those trends, and uses knowledge of them to guide decision-making.

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13. Remains knowledgeable about hardware and software and their compatibility when used for both educational and administrative purposes.
14. Performs ongoing evaluation of district hardware, software, and uses of technology..
15. Coordinate 3rd party technical vendor support and provide project management of initiatives.
16. Provides professional development for Technology Analysts, and Technology Assistants.
17. Assists with scheduling and daily supervision of Technology Analysts and Technology Assistants.
18. Perform other duties as assigned by the immediate supervisor.

REPORTS TO:
Assistant Superintendent of Schools

TERMS OF EMPLOYMENT:
12-month work year with salary, benefits, and working conditions established by the Board of Education.

EVALUATION:
Performance of the job will be evaluated annually by the Assistant Superintendent of Schools.

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