

TITLE: Network Administrator

QUALIFICATIONS: Current knowledge of educational technologies and their applications.  
Current knowledge of routine hardware and network maintenance.  
Excellent organizational skills and personal initiative.  
Ability to plan for the future.  
High School diploma required; college or technical training preferred.

REPORTS TO: Business Manager and/or Technology Coordinator

POSITION GOAL: The primary function of this position is to support, enhance, and maintain the hardware and software infrastructure of the network in the district.

PERFORMANCE RESPONSIBILITIES:

1. Help the Technology Coordinator serve as an information resource person, assist in solving problems, and provide technical assistance in all schools.
2. Coordinate preventive maintenance and repair of instructional computers.
3. Assume a leadership role in the networking of schools and classrooms.
4. Work to enhance the district's partnership in technology with groups such as the Northwest Ohio Area Computer Services Cooperative and others.
5. Support the district's compliance with copyright laws and other ethical and legal guidelines related to technology.
6. Maintain network in effective working condition.
7. Maintain file servers.
8. Coordinate software inventory for machines/buildings.
9. Have a working knowledge of the district's network software.
10. Complete work orders as assigned by Business Manager and/or Technology Coordinator
11. Responsible for data backup of all file servers in the district.

TERMS OF EMPLOYMENT: Employment shall be a 260-day basis as established by the Board of Education.

EVALUATION: The Business Manager and/or Technology Coordinator shall evaluate this position at least annually.