

Title: **District Technology and Network Administrator**

QUALIFICATIONS:

1. College Degree or equivalent
2. Technical knowledge of PC's Chromebooks, and Macs.
3. Demonstrated leadership in the use and application of technology in education
4. Ability to oversee and manage District network

JOB GOAL: To promote the use and application of technology consistent with the goals and objectives outlined in the District's approved Technology Plan

REPORTS TO: Superintendent of Schools

PERFORMANCE RESPONSIBILITIES:

1. Support and maintenance of all District technology, including but not limited to:
  - a. Windows Server 2012
  - b. VMWare virtualization
  - c. Sonicwall Firewall
  - d. Routers
  - e. Switches
  - f. Cisco Access Points
  - g. Cisco Wireless Controller
  - h. Barracuda Web Filter
  - i. Comcast Metro Ethernet Internet Circuit
  - j. UPS-Uninterrupted Power Supply
  - k. SAN-Storage Area Network
  - l. Venyu Off Site Backup
2. Maintain inventory of all District technology
3. Monitor network performance
4. Purchase, installation, maintenance and support of all:
  - a. Desktops
  - b. Laptops
  - c. Chromebooks
  - d. iPads
  - e. Printers and copiers
  - f. Smartboards
  - g. Document cameras
  - h. Projectors
  - i. Cabling

## PROFESSIONAL STAFF POSITION - JOB DESCRIPTION

5. GAFE Administration
6. SchoolDude work order system for technology
7. PARCC Technology coordinator
8. Security video cameras
9. Brivo door control
10. Support third party applications including:
  - a. Destiny library management system
  - b. Library resources including Worldbook, Discovery Education, Follett Shelf
  - c. SNAP health records
  - d. FitnessGram physical education software
  - e. Everyday Math
  - f. Smart Notebook
  - g. LanSweeper inventory management system
11. Manage employees as assigned
12. Research and specify system requirements and design solutions
13. Create yearly technology budget
14. Implement district wide technology plan

TERMS OF EMPLOYMENT: Twelve (12) months

SALARY: To be determined by the Board of Education commensurate with training, experience, and responsibility

EVALUATION: According to state statute and Board policy and procedure