Network Administrator

Qualifications:

Certification:
None Required

Technical:
Knowledge, skills, abilities, and aptitudes for managing varied network software and hardware technologies

Experiential:
Minimum 5 years experience as network administrator or engineer of a complex computer network involving WAN, LAN, intranet and internet systems

Reports to:

Direct Supervisor:
Technology Director

Vision:

The Network Administrator holds primary responsibility for the operation and efficiency of all aspects of the District 108 network and the services it provides to end users. The Network Administrator applies technical knowledge, systems thinking and leadership skills to help guide District 108 administrators, faculty, and staff in maximizing the effects of technology on learning and work productivity. The Network Administrator maintains the necessary expertise to operate and maintain District 108's complex technology network and operational systems and to provide leadership in keeping the systems up-to-date.

Job Goals:

The District 108 networks will function at a high level.

> Manage all aspects of the District 108 network and computer connections, maintaining competence to operate, troubleshoot and repair all systems and applications.

The District 108 network and its systems will be kept up to date.

Develop and maintain a disaster recovery plan that includes the regular backup of all critical data and systems and provide cross-training other Technology Center staff.

Collaborate with Tech Center Staff and district staff to support the strategic plan for technology.

Provide district technology decision-makers with accurate and up-to-date information about the district's technology.

Responsibilities:
- Manage the District 108 network, its systems and components, including the following:
    - Network switches, routers, firewalls, wiring and cables
    - Wireless Networks
    - DHCP
    - DNS
    - ISP Connections
- Actively pursue self-improvement to remain competent in a field characterized by constant change and improvement, with special attention to educational technology and other technologies used in District 108.
- Act as liaison with and represent the district to all outside vendors of internet access, WAN backbone cabling, and other services necessary for the operation of the District 108 network.

Shared Responsibilities with Chief Technician:
- District telephone system
- District video surveillance system
- Google administrator
- Manage wireless network
- GoGuardian administrator
- Domain administrator
- Account creation and administration for students and staff

Shared Responsibilities with Chief Technician and Technical Support Specialist:
- Board of Education meeting live streaming
- Special events setup

Terms of Employment:

Work Day:
The Network Administrator follows an atypical work schedule set collaboratively with the Technology Director to serve the needs of the district within a 40-hour work week.

Work Year:
The Network Administrator works 240 days per year with vacation days awarded according to Board Policy for non-bargaining unit employees.

Bargaining Unit:
The Network Administrator is a non-bargaining unit position.

Salary and Benefits:
Salary and Benefits to be established by the Board of Education.

Evaluation:
The Network Administrator's performance and customer support will be annually evaluated by the Technology Director.