MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Senior Network Administrator
Location: MRUSD
Job Group: Non-Certified, Non-Union
Reports To: Director of Technology and Innovation

Summary: Coordinates and performs a variety of administrative, communication, and troubleshooting for database management. Database Performance Tuning, Database Security, Promoting Process Improvement, Problem Solving, Presenting Technical Information, Quality Focus, Database Management, Data Maintenance, Operating Systems, with Attention to Detail.

Essential Duties and Responsibilities: *Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Identifies database requirements by interviewing customers; analyzing department applications, programming, and operations; evaluating existing systems and designing proposed systems.

2. Recommends solutions by defining database physical structure and functional capabilities, database security, data back-up, and recovery specifications.

3. Installs revised or new systems by proposing specifications and flowcharts; recommending optimum access techniques; coordinating installation requirements.

4. Maintains database performance by calculating optimum values for database parameters; implementing new releases; completing maintenance requirements; evaluating computer operating systems and hardware products.

5. Prepares users by conducting training; providing information; resolving problems.

6. Provides information by answering questions and requests.

7. Supports database functions by designing and coding utilities.

8. Maintains quality service by establishing and enforcing organization standards.

9. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; bench-marking state-of-the-art practices; participating in professional societies.

10. Contributes to team effort by accomplishing related results as needed.

11. Assist technology users by working with the Network Admin and IT Support:
    a) To diagnose and troubleshoot hardware, network and software problems (including, but not limited to PowerSchool, Infinite Visions, Sped Doc, LDS etc.)
    b) Installing and upgrading hardware, operating systems, and software programs. c. Communicating with end users during the repair process.
    c) Maintaining user accounts.

12. Data collection and retention support:
   a) Designs, implements, and maintains departmental digital filing, recordkeeping, and reporting systems, using a variety of software and web-based applications such as VCAT, CANVAS PowerSchool, for school curriculum documents.
   b) Assist in the collection of student information (i.e.: data, rubrics, assessments) and the distribution of data (reports and assessment data.)
   c) Plans and prepares a variety of regular and special reports, charts, tables, and graphs related to assigned functions, involving background research, compilation, and analysis of data from a variety of sources.

13. Manages student assessment results:
   a) Collects, processes, and imports/exports assessment results into various database management systems ensuring accuracy of school and student IDs so that test results match up properly (i.e.: SECT data collection).
   b) Manages, reports, and communicates assessment results; creates, designs, and produces charts and reports to extract requested information from the Curriculum/Instruction Director; compiles assessment data and charts for board meetings and annual reports.

14. Remains current on career related subject matter by:
   a) Attending professional meetings and conferences.
   b) Remaining current with software in use including, but not limited to, Microsoft products, VCAT, CANVAS, PowerSchool, and others.
   c) Assisting with school-based technology plans and development.

Supervisory Responsibilities: The ability to work in a collaborative team environment is essential to the employee's successful job performance. The ability to work independently and to produce acceptable outcomes in a timely manner is required.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associates Degree or equivalent in technology is preferred. Demonstrated experience and/or training in software, hardware, multimedia presentation tools and other technology related information, as well as customer service is essential. At least one (1) year in a fast paced, confidential administrative support position is preferred.

Certificates, Licenses, Registrations: Educational Technology Specialist endorsement desirable.

Language Skills: Ability to read, analyze and interpret information from professional journals, grant applications, safety rules, operating and maintenance instructions, procedure manuals and technical documents; the ability to extrapolate relevant information and translate into simple written and/or oral instructions is essential. Ability to effectively receive and respond to comments, inquiries or complaints from students, staff, faculty and administrators in various formats (electronic, in-person, written). Ability to present information clearly and succinctly to others (small to large groups) in formal or informal venues and demonstrate effective communication, interpersonal and organizational skills is required.

Mathematical Skills: Must apply basics of algebra, geometry, statistics to daily applications. Ability to apply basic and intermediary math concepts such as fractions, percentages, rate, ratios and proportions to practical situations and to create and interpret graphs and data in various forms.

Reasoning Ability: Ability to observe situations, define problems, identify solutions, and assume appropriate responsibilities within scope of the job's responsibilities to achieve satisfactory results. Demonstrates a mechanical aptitude. Demonstrated ability to identify and maintain confidential information presented in written, oral, electronic formats.

Other Skills and Abilities: Demonstrates knowledge, competence and skills in all aspects of current and emerging information technology, including telecommunications access, educational software and hardware. Demonstrates technical competencies in building- based hardware and software including but not limited to: multimedia equipment (LCD projectors, SmartBoards, scanners, digital camcorders, and cameras) all Microsoft Office Suite applications, Linux/Unix command formats, Crystal Reports. Demonstrates ability in organizational, human relations, and training skills.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the District may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use fingers to operate computer or typewriter keyboards, sit, walk, stand, talk and hear. The position occasionally requires workers to lift and carry up to 50 pounds; climb stairs, ladders or scaffolding; bend and crouch; reach, hold, grasp and turn objects; and feel the shape, size and temperate of objects. The work typically requires the ability to speak and to hear normally and listen for sounds associated with technological equipment, to use normal and or aided vision for near and distant objects and to detect odors. The individual must meet deadlines from several sources and interact with others. Occasionally the position requires the employee to work irregular or extended hours.

Work Environment: The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in a typical school environment and primarily indoors. The noise level is quiet to moderate.

Terms of Employment: 12 months
Evaluation: Annually
Date: 5/25/2022

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.