

**Network Technician**

*Marshall Public School District Job Description*

**Position Title:** Network Technician

**Department:** Technology

**Reports to:** Director of Technology

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**SUMMARY:** Responsible for development and support of computer applications and distributions of systems over district network. Responsible for continuous operation of district data network. Supervises and coordinates the technical operation of computers and peripheral equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Recommends changes in programs, routines and quality control standards to improve computer operating efficiency.
- Issues written and oral instructions to facilitate productivity.
- Administers district wide help desk system.
- Identifies equipment/cabling problems and resolve or follow through with maintenance contractors.
- Develops and maintain reports as needed for inventory of computer software and hardware.
- Implements systems applications and enhancements.
- Coordinates data process and administrative microcomputers.
- Coordinates district administrative data network implementations.
- Supports training in all areas of technology.

**SUPERVISORY RESPONSIBILITIES:** Manages technical staff. Is responsible for overall direction, coordination and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**EDUCATION and/or EXPERIENCE:** A Bachelor's degree and 5 years network administration experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Novell Certified Netware Engineer.

**EVALUATION:** This position will be evaluated in accordance with Board policy on Evaluation of Support Staff Personnel.

**TERMS OF EMPLOYMENT:** Twelve-month employee. Salary to be established by Board of Education.