

School Administration**Supportive Administration and Supervisory Personnel****Technology and Network Specialist - Job Description**

Qualifications:

The Information Technology and Network Specialist will assist in developing and revising existing techniques for system utilization and performance, including equipment monitoring, system utilization measurement, development and improvement of operating procedures and evaluation of equipment configuration plans. This position will also analyze and solve computer hardware, technical system, and applications system problems.

The qualifications listed below are representative of the knowledge, skill, and/or ability required for the position:

1. High School Diploma or equivalent.
2. Technical college or post-secondary training appropriate to the position, or equivalent experience.
3. Three or more years of experience in the installation and management of server software; functional design, networking protocol, data analysis, and system administration in a medium sized, multi-server, multi-site, heterogeneous environment.
4. Hardware management experience: Cisco Routers, firewalls, Cisco & HP switches, server & workstation class equipment, wireless access points/routers, etc.
5. Extensive operating system experience: Current Microsoft server and workstation operating systems, Novell Netware, etc.
6. Software management experience: Active Directory, Microsoft Exchange, Microsoft Office, DHCP, DNS, etc.
7. Database/web solution management preferred.
8. Technical documentation skills.
9. Strong written, verbal, and interpersonal skills.

Reports to: Director of Curriculum and Instruction

Performance Responsibilities:

1. Act as a friendly ambassador for the Watertown Unified School District.
2. Remain current on technology and trends affecting job responsibilities.
3. Assist in preparation for and installation of critical server hardware and software and leads non-critical installations.
4. Configure complex servers, both critical and non-critical.
5. Perform application software integration to ensure that all software, hardware and communication networks operate properly together.
6. Provide technical support to building staff as well as other end users.
7. Troubleshoot and resolve problems on servers in a timely manner.
8. Support system maintenance, data backup and recovery, security administration, systems repairs, and configuration changes. Assist with scheduling these activities.

9. Support the student data management system and other data servers and networks related to student information and assessment data.
10. Co-facilitates the creation of needed data reports generated from district's student data management system.
11. Monitor access to the networks by addressing issues of data security, password generation and file access at the server level.
12. Create and/or maintain user identification and resolves security issues.
13. Monitor and test hardware configurations to ensure optimal performance per established objectives.
14. Researches and uses the necessary tools and processes to identify troublesome trends as they develop.
15. Be familiar with and support hardware/software applications used in the district including the Cisco telephone system.
16. Respond sensitively to questions and complaints from staff and the public and maintains confidentiality.
17. Ability to work independently on assigned tasks with direction from supervisor.
18. Perform physical requirements which may include:
 - a. Moderate degree of physical stamina and a light degree of physical strength.
 - b. Ability to stand, walk and bend frequently, and occasional lifting up to 50 lbs.
 - c. Ability to use computer, telephone, and other office equipment for extended periods of time.
19. Ability to make frequent trips from one's work station to other office locations as well as other schools throughout the district.
20. Identifies and communicates needs for server hardware and software as required.
21. Help establish standards, policies and procedures for all aspects of server environment (e.g., configuration, administration, documentation, etc.).
22. Identify and research competitive technology and brings information to the attention of the Director of Curriculum and Instruction and/or Business Manager.
23. Assist in documenting system installation, configuration, and administration.
24. Performs other duties as assigned by Superintendent, Administration, or as appropriate to the job assignment.

Policy Approved: March 17, 2005

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