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**HANCOCK PLACE
SCHOOL DISTRICT**

TITLE:	Network and Systems Administrator

QUALIFICATIONS

* Bachelor's Degree in Computer Science, and an equivalent combination of education, experience, and knowledge.
* A broad background in installing and supporting networks.
* Must be proficient in web and internet programming and some computer programming.
* Experienced troubleshooter with extensive knowledge of personal computers, networks, and data communications.
* Ability to closely track, document, and provide solutions to difficult technology problems.
* Strong personal initiative and ability to work in a school environment without close supervision.
* Strong interpersonal and written communication skills, with the ability to develop positive working relationships with both technical and non-technical users.
* Able to maintain a positive approach despite conflicting deadlines, shifting priorities, and simultaneous work demands.
* Strong organizational skills and ability to effectively schedule multiple projects or tasks to meet multiple and/or simultaneous deadlines.
* Must have the means to remote into the district's network from the outside, and must be willing to work from home whenever needed.

REPORTS TO / EVALUATED BY: Coordinator of Technology

SUPERVISES: Network Technicians or Network Assistants

TERM OF POSITION:

12-months
* The Network and Systems Administrator will serve a total of 52 calendar weeks (260 work days), beginning July 1 and ending June 30 in each fiscal year.
* The Network and Systems Administrator will serve a total of 8 hours per work day.

SALARY: Negotiable

VACATION:

5 days after 1st year of service;
10 days after 2nd year of service;
15 days after 5th year of service

JOB GOAL:

The goal of the Network and Systems Administrator is to provide a high-level of technical expertise in technology planning, developing standards, computer and internet programming, and supporting personal computers, local and wide area networks, and related technologies within the school district, and to serve as the primary resource for district personnel in analyzing user problems related to computers, data communications, and platforms for current and future needs.

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RESPONSIBILITIES:

* The Network and Systems Administrator will assist in the design, implementation, and maintenance of the district's networks, as follows:

   1. Perform network installations, documentation and maintenance such as adding new stations and providing direct day-to-day assistance to users in solving network-related problems.
   2. Plan, implement and manage wide-area network and expansion of that network.
   3. Maintain and expand connection to Internet through wide-area network.
   4. Make strategic recommendations regarding network system design and implementation.
   5. Define network hardware and software requirements and perform network design and implementation.
   6. Design and aid in implementing data cabling systems.
   7. Install and maintain software on all computers.
   8. Keep all computers up-to-date by applying hardware and software updates, patches, and fixes.

* The Network and Systems Administrator will serve as troubleshooter for all technology-related problems, as follows:

   1. Consult with vendor personnel as part of the problem-determination/problem-resolution cycle.
   2. Research software problems and consult with vendors regarding resolution.
   3. Develop and/or maintain a work order database and process all work order requests on a first-come, first-serve basis.
   4. Maintain a database of common problems that occur throughout the district and document in the same database a list of solutions to aid in future occurrences.

* The Network and Systems Administrator will identify technology needs and recommend purchases to the Technology Coordinator, as follows:

   1. Evaluate hardware and software configurations.
   2. Interface with vendors at a technical level and act as a technical resource for staff members on network design and computer hardware.
   3. Evaluate specifications for new computers and data communication systems.
   4. Recommend the purchase of technology through the budget process.

* The Network and Systems Administrator will work together with the Coordinator of Technology to identify staff professional development needs in the area of technology and assist in the district's effort to provide the required professional development opportunities, as follows:

   1. Consult with staff on the utilization of telecommunications, computerized information retrieval and application packages.
   2. Provide educational services, including onsite training and professional development, which may be required of new and revised hardware and software systems.

* The Network and Systems Administrator will work together with the Coordinator of Technology to maintain a long-range technology plan for the district, will assist with the evaluation of this plan on a yearly basis, and research and make recommendations regarding future purchases providing flexibility and design for the technologies of tomorrow. The Network and Systems Administrator will also perform an audit of technology each year for the Missouri Department of Elementary and Secondary Education.

* The Network and Systems Administrator will design, implement, program, and maintain the district's local website. He will be responsible for updating the website on a regular basis and ensuring that all information online is current.

* The Network and Systems Administrator will maintain an electronic mail server or provide electronic mail services through an outside provider to ensure proper, full-time access to electronic mail. The Network and Systems Administrator will create, modify, and delete electronic mail accounts and will install/update any hardware/software that is necessary for the proper function of an electronic mail server.

* Maintain confidentiality on all school-related matters.

* Perform any and all other duties as dictated by law and/or assigned by the Coordinator of Technology, the Superintendent, or the Assistant Superintendent.

Hancock Place School District
Date Approved: December 14, 2005