

## JOB DESCRIPTION

**POSITION TITLE: NETWORK ADMINISTRATOR**

**RESPONSIBLE TO: DIRECTOR OF TECHNOLOGY**

**QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES**

- A minimum of two years of experience or certification in the
- Following technical areas is preferred:
- 10 Base T Structured Cabling Systems
- Installation/Maintenance/Troubleshooting of Ethernet Networks
- TCP/IP and IPX Communications Protocols
- Windows NT and Active Directory Server Administration and Troubleshooting
- MS-DOS/Windows 95, 98, 2000, NT, XP/Macintosh Platforms
- General PC Hardware Troubleshooting/Upgrades/Repair
- General Software Installation and Troubleshooting
- Electronic Mail Systems-Microsoft Exchange
- Microsoft Proxy Server

**APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010**

### **BASIC FUNCTION:**

The Network Administrator is a full-time district-level position that will ensure that each building's local area network (LAN) and the district's wide area network (WAN) are fully operational and meet the Kentucky Education Technology System (KETS) standards. The Network Administrator will: (a) install and configure technology equipment, including computers, servers, switches, and other network components; (b) install and configure software applications on the LANs and WAN for instruction and administrative purposes; (c) troubleshoot and repair basic system malfunctions and maintain system operation; and (d) respond to user requests for assistance and malfunction correction and provide technical support.

### **PERFORMANCE RESPONSIBILITIES:**

**The Network Administrator will:**

- Maintain a broad understanding of current Information Technology issues.
- Provide technical support for the following:
  - NT/Active Directory operating systems
  - Networking design and structure (Workstation—LAN—WAN)
  - Workstation operating systems, including MS-DOS, Windows 95, 98, 2000, NT, XP/Macintosh platforms
  - Word processing, spreadsheet, presentation, and database applications (Microsoft Office)
  - Web page design and creation (Microsoft FrontPage)
  - E-mail services design and support structure (Microsoft Exchange)
  - Internet services and operation
  - Workstations, network interface cards, file servers, switches, hubs, routers, printers, and other technology equipment
- Perform a variety of skilled and technical duties related to the installation, repair, and maintenance of computers, file servers, printers, and other peripheral equipment; schedule repairs and installation.
- Inspect, isolate, and diagnose systems malfunction and determine appropriate repair procedures; replace defective parts and restore to proper operation of equipment; analyze and resolve general software malfunctions.
- Install and configure various hardware, LAN systems and software, including upgrades and enhancements for instructional and administrative purposes.
- Performs preventative maintenance on file servers, computers, printers, switches, routers, and other technology equipment by cleaning, dusting, lubricating, adjusting mechanical parts, checking cables, connectors, and disk drives, as necessary for daily operation.

- Monitor district Internet and e-mail logs and report any inappropriate use to the student's Principal or staff member's immediate supervisor. Block instructionally inappropriate websites.
- Create and maintain network user accounts for students and staff, as required.
- Communicate with various departments within the district regarding the repair and installation of computer equipment and with vendors and manufacturers regarding parts, pricing, purchasing and product information to find the best source of supply.
- Provide technical information and assistance to administrators, faculty, staff, and students regarding the safe and proper operation, care, and maintenance of computer equipment.
- Maintain records of all computer and network repair (diagnosis and solution), materials used, location of equipment, and serial numbers.
- Participate in training related to job responsibilities and study various software and hardware manuals to ensure proper installations, repairs and upgrades to network file servers, computers and other related technology.
- Convey a familiarity with the initiatives set forth by the Kentucky Education Technology System.
- Work independently and cooperatively with others on technical projects.
- Keep a professional and positive attitude at all times.
- Demonstrate strong verbal and written communication skills.
- Assist the Director of Technology with other projects or assignments, as required.

**ADDITIONAL REQUIREMENTS:**

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

**OTHER JOB RESPONSIBILITIES:**

- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Adair County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and assists with performance evaluations for assigned personnel.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.

- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

*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 duties performed for this position.  
 The Adair County school district does not discriminate on the basis of political or religious opinions or affiliations, marital status, ethnic original, race, color, sex, age, or disabling condition.*

**FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable**

**EVALUATION:** *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

\_\_\_\_\_  
 Employee signature                      Date

\_\_\_\_\_  
 Supervisor signature                      Date