



Simpson County School District
JOB/ POSITION DESCRIPTION

Position Title: Network Administrator
Department: District Office/ Office of Technology
Reports to: Director of Technology
Status: Classified (Overtime Exempt)

JOB GOAL: Under the general supervision of the Director of Technology, this position provides a robust network, server, and digital device environment in order to facilitate the efficient and effective use and integration of technology in the district's administrative and educational processes to help increase administrator, teacher, and student knowledge of technology and its appropriate use as a learning tool.

QUALIFICATIONS:

- Associates or 4-year degree (or commensurate experience/training) and 3-years related experience preferred
- Knowledge and experience with server operating systems and Active Directory
- Knowledge and experience with routing, switching, and VOIP systems
- Strong composition and verbal communication skills

Knowledge of:

An ideal candidate would have broad working knowledge of network, VOIP, and server infrastructures.

Ability to:

- Read, interpret, and apply complex documentation for technology systems
- Communicate effectively with district staff
- Coordinate a variety of activities simultaneously
- Collect, organize, and analyze data for district systems

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

- Maintenance and configuration of virtualization cluster hosts and virtual machines
- Creation and deletion of user accounts in Active Directory and Google Apps
- Scripting for automation of data transfers, system imports, etc.
- Implementation, configuration, and monitoring all network wired and wireless infrastructure (physical and logical) and planning for future capacity increases
- Implementing, scheduling, and testing system backups
- Configuration and deployment of lab environments
- Developing management policies for all end-user machines
- Troubleshooting technology-related systems with interaction with vendors and service providers
- Knowledge and experience with DHCP, DHCP failover, DNS, Microsoft MPS (or Radius servers in general,) WSUS (Windows Update Server, WDS (Windows Deployment Services and SCCM,) and Active Directory Group Policy, Sites and Services replication
- Knowledge and experience with firewall and network security best practices

- Perform basic duties and functions of an IT Technician for the District Office
- Demonstrates prompt and regular attendance
- Supports the Simpson County School District's Mission, Vision, and Strategic Plan
- Performs other duties as assigned by the Superintendent

SUPERVISORY RESPONSIBILITIES: N/A

PHYSICAL DEMANDS and Working Conditions:

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 may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and regularly to move; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 20 pounds, and occasionally lift and move up to 30 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Simpson County Board of Education Policy on Evaluation of Professional Personnel.

EMPLOYMENT:

Twelve -month year; 240 days Salary based on the Simpson County School District's Approved Scale.

APPROVED BY: SIMPSON COUNTY SCHOOL BOARD DATE: **April 8, 2021**

Reviewed and agreed to by: _____ Date _____