

**Job description: Network Administrator/Technology Information Specialist
North Gem School District #149**

1. Maintain the District network infrastructure including maintaining switches, cabling and AP's.
2. Setup, install and maintain the necessary network server(s), keep updated in a timely fashion
3. Research, purchase, install and maintain an Internet Filtering system. Be available to assist faculty, staff and students when needed. This includes opening blocked sites that are deemed necessary for the educational process and blocking sites as requested by teachers. Some sites require the Superintendent's approval. Report users attempting to access objectionable sites.
4. Setup, install and maintain the District Firewall and router, keep current with security updates
5. Monitor Internet and network and keep them running 24x7x365
6. Maintain regular backups for all tech systems
7. Install and maintain teacher, classroom and lab computers, including software. This includes a good understanding of Windows and Microsoft Office (multiple versions of both) and troubleshooting of hardware and software
8. Install and maintain Chromebooks, manage them using Google Management
9. Help with technology needs as requested by faculty, staff and administrators. This includes hardware and software needs
10. Install state testing software on computers or Chromebooks as requested by the School Counselor
11. Provide support for Power School when necessary, typically after faculty and staff have exhausted their resources. If necessary, contact Power School for additional assistance
12. Procure E-Rate funds by proper filing of paperwork. This includes forms 470, 471, 472 and 486.
13. Install and maintain a District-wide Wi-Fi system. Monitor it for potential issues and fix when necessary
14. Provide assistance in the purchase and acquisition of new technology and equipment. Consult with appropriate stakeholders to coordinate, evaluate, recommend and purchase new technology and equipment.
15. Maintain and help with website
16. Maintain and assist with email. Add and remove email accounts for staff and students
17. Add and remove network users, staff and students. Disable student accounts in the summer and reactivate each fall when new computer use agreements are signed and returned.
18. Respond to emergency situations outside of the standard work hours.
19. Maintain District security system
20. Be flexible, willing to work on other technology issues
21. Update computers and scan them during the summer, regular Server scans and maintenance
22. Be willing to work after hours or on weekends on system-wide issues that would disrupt the users if done during the day, particularly server issues
23. Other normal technology issues as may occur.
24. Be able to communicate effectively with others, get along well with others, and be patient
25. Maintain a budget
26. Be able to analyze problems and solve them. This is usually dealing with computers and networks but may branch out into other areas also.
27. Update Payroll and Budget systems when the Business Manager requests, keep it backed up

Hours: During the school year the IT Director is on-site in the School District on Mondays and Wednesdays during normal school hours. During the summer hours are determined as-needed basis with the Superintendent.

Typical summer projects will require 2-4 weeks of 2-6 days per week. Once summer projects are completed then on-site hours may be reduced. The IT Director is expected to be on-site every week for a few hours as

arranged with the Superintendent. This is determined by whether work is needed to be done and in consultation with working staff or administrators.

The IT Director is on-call 24x7x365. Severe issues are addressed immediately (server, switches, Internet issues, etc. that affect the entire system). Localized issues (ie. regular computers or printers) are usually dealt with the next scheduled time that the IT Director is scheduled to be in the District. It is expected that the IT Director will be at the school on Mondays and Wednesdays and to take calls, texts and email 7 days a week at most hours. If accessible the IT Director will also take calls, text and emails while on vacation for emergencies.

The IT Director typically communicates with the Superintendent in person on Monday and Wednesdays during the school year and by phone, email or text on any day. The IT Director must consider emergencies and be on the clock, whether at the school or off-site. Remote work to resolve issues is expected to keep the school systems operating at a high level.

The IT Director will keep the Superintendent up to date with reports on any projects assigned or major projects that require extended time.

Summary: The position of IT Director is project and maintenance oriented. It is required that the job gets done according to need and not related to a specific time frame. Flexibility and dependability are necessary.

