



JOB TITLE	DEPARTMENT	REPORTS TO
Networking Manager	Business Services	Chief Operations Officer

Position No: 77532	Length of Work Year: 12 Months
Salary Schedule: V2U	Date Approved: 3/8/94
FSLA: Exempt	Date Revised: 8/26/03

JOB GOAL
To support educational technology at the school and district level through the implementation and maintenance of hardware and software.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent; Bachelor's Degree preferred.
2. Educational experience preferred.
3. Experience installing, updating and supporting NOVELL and NT.
4. Experience with Ethernet and Token-Ring environments.
5. Experience with IBM mainframe and a WAN and connectivity to LAN's.
6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To serve as a resource to Principals in the maintenance of each school's technology program.
2. To oversee the communication circuits for technology district wide.
3. To coordinate microcomputer maintenance through communications with Principals and Technology Zone Support Staff.
4. To keep abreast of new technologies and brief the Director of MIS and Principals on their appropriateness to District.
5. To provide assistance to schools with teacher training in the area of technology. Keep Human Resource Development Center informed as to request for and training available in technology.
6. To direct the maintenance and installation of network components at all school and district departments.
7. To attend and support district user groups for technology.
8. To provide technical support for hardware and software installation.
9. To offer ongoing support for ILS as well as other software.
10. To research and develop strategies for increasing the proficiency of technology tools.
11. To perform network troubleshooting to isolate and diagnose common network problems.
12. To upgrade network hardware and software components as required.
13. To install, upgrade, and/or configure networks for printers, directory structures, rights, security, and software on file servers
14. To provide users with network technical support.
15. To respond to the needs and questions of users concerning their access of resources on the network.
16. To perform assigned tasks in a timely and efficient manner.
17. To perform assigned tasks with a high standard of quality.
18. To perform other activities as assigned by supervisor.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.