

School District of Bonduel

JOB DESCRIPTION –NETWORK MANAGER

Basic Function: Support the District’s vision for integrating management and information/instructional technologies by providing technical and training expertise.

Qualifications:

1. Minimum of a two-year degree in computer technology or equivalent experience, MCSE certification, or other relevant experiences.
2. Experience in troubleshooting and maintaining LAN and WAN networks for Windows and Macintosh systems.
3. Experience in Microsoft Server Applications and network administration preferred.
4. Experience with configuring switches, routers, firewalls, and TCP/IP or aptitude to learn.
5. Experience in technology maintenance and repair.
6. Knowledge of computer hardware and software applications in instructional and administrative environments.
7. Ability to interact and effectively communicate with all persons.
8. Valid Wisconsin driver’s license.

Work Schedule: Full-time school year employee; available to work alternative schedules as necessary to complete network maintenance.

Reports to: Director of Instructional Technology

Evaluated by: Director of Instructional Technology and/or District Administrator

Salary Range: Commensurate with experience plus benefit package.

Responsibilities:

1. Assist in the development and implementation of the district information technology plan in conjunction with the Director of Instructional Technology, media specialists, and district information technology team.
2. Assist information technology team and/or staff development team in providing staff development in the use of technology.
3. Install and test new software packages and upgrades as needed.
4. Assist the Director of Instructional Technology in budget development annually.
5. Provide support to staff in the use of software (student grading packages, instructional software programs) that will enhance student learning and aid in the completion of administrative tasks.

6. Serve as a resource to staff to determine hardware/software compatibility.
7. Establish and maintain software and hardware management systems and software licensing records in coordination with the Director of Instructional Technology.
8. Provide technical expertise in the use of instructional technology to support school/community partnerships.
9. Troubleshoot and correct network system failures.
10. Contact outsourced network engineer(s)/service providers when issues require such expertise.
11. Maintain records, through electronic documentation of installation/repair of hardware and software, including problems encountered and how they were resolved.
12. Maintain awareness of current and future technology through electronic and printer literature, professional organizations, workshops, and networks.
13. Inspect, identify, install, manage, and maintain computer equipment, peripherals, and LAN/WAN hardware.
14. Perform routine maintenance and cleaning of equipment.
15. Install and manage system, network, administrative, and instructional software on computers and servers.
16. Configure peripherals and software used with them.
17. Maintain network security and backups.
18. Develop and Maintain the Standard Operating Procedures (SOP) for all technology facilities including all network documentation.
19. Maintain and keep current the District's Individual Student Enrollment System (ISES) and Wisconsin Student Number System (WSN).
20. Perform additional related duties as directed by administration.

Approved: April 5, 1999
Revised: February 18, 2008