**~~Technology Assistant~~Technician/Assistant Network Administrator**

Reports to –Chief Information Officer/Network Administrator

Hours of Employment – 8 per day

Terms of Employment – 235 days per year

~~Handles complex connectivity problems with networks; designs microcomputer programs formulated to enhance instructional programs; evaluates educational user requests, develops a plan of action~~

~~and executes the technical programming required to provide a solution.~~

Assists with the coordination and control of network operating system software, including virus protection, security administration, relational database software, backup and restoration of data, file system usage and file sharing administration, as well as supporting and maintaining the District’s technology equipment.

**PERFORMANCE RESPONSIBILITIES**

1. Maintains the integrity of the district's local area networks.
2. ~~Develops a working~~ ~~knowledge of operating systems.~~ Coordinates and controls operating system software for the District sever computers; coordinate the installation of operating system software, including the installation of new releases.

3. ~~Works with instructional program staff to determine needs and program reliability.~~ Manages the district Active Directory database and Group Policy, including the creation of user accounts and resetting of user account information as needed.

4. ~~Maintains a programming knowledge of C, Pascal and Basic.~~ Inspects, isolates and diagnoses network and system malfunctions and determines appropriate repair procedures; replaces defective parts and restores equipment to proper operation; analyzes and resolves general software malfunctions.

5. ~~Develops and maintains connectivity interfaces with microcomputers and the mainframe via the microwave network~~. Installs, configures, and monitors network hardware, including servers, switches, access points, routers, and network wiring.

6. ~~Successfully installs local area networks and develops bridges and gateways when indicated.~~ Installs, configures, monitors and backs up network-based software, such as security system software, Follett Library software and lunch programs.

7. ~~Assists and confers with computer education staff on program development.~~ Responds to end user work order requests.

8. Provides technical guidance to staff and local school computer users.

9. ~~Assists with training of end users.~~ Installs network printers and maintains latest drivers for printers.

10. Maintains a current network map and listing of IP addresses.

11. Records regular and special board meetings and posts the video files to the District’s website.

12. Performs other duties as assigned by ~~the director~~supervisor.

**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

1. High School Diploma
2. Three years experience in computer programming
3. Working knowledge of networks
4. Valid driver's license

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: January 25, 2010 August 22, 2011

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee