



Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

5/26/2022

AGENDA ITEM (ACTION ITEM):

Consider/Approve the creation of a new job description and position for a Network Administrator, with the elimination of one of the current positions of Technology Consultant, in the Technology Department.

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board; 03.233 "Duties": Job Description

HISTORY/BACKGROUND:

Attached is the proposed job description for a "Network Administrator" position for consideration. The purpose of the job description and creation of the position is to reflect the growing need for oversight and management of the technology infrastructure. This will allow a specialist in the network and allow for the elimination of one Technology Consultant position (requiring only four positions rather than the current five) to oversee hardware and workstations.

FISCAL/BUDGETARY IMPACT:

\$4838.00 difference in salary and benefits

RECOMMENDATION:

Approval to the creation of a new job description and position for a Network Administrator, with the elimination of one of the current positions of Technology Consultant, in the Technology Department.

CONTACT PERSON:

Malina Owens

Principal/Administrator

Malina Owens
District Administrator

[Signature]
Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County School District
Job Description: Network Administrator
Job Class Number:

TITLE: Network Administrator

QUALIFICATIONS:

1. Ability to perform a variety of skilled and technical duties related to the installation, repair, support, training, and other data communications equipment
2. Any combination equivalent to: four years college-level course work in programming and data management and five years increasingly responsible experience in network support and training

REPORTS TO: Director of Technology, or designee

SUPERVISES: None

JOB GOAL: Perform a variety of level 2 or level 3 skilled and technical duties related to software and hardware; provide assistance to district personnel users in the use of computer applications, provide on-site assistance in the maintenance on district computers.

PERFORMANCE RESPONSIBILITIES:

1. Maintain district network infrastructure including updates to keep system current with industry standards
2. Serve as administrator for leased fiber network, VOIP phone system, virus defense system, active directory, and other products as designated
3. Perform a variety of skilled and technical duties related to the installation, repair, alternation and maintenance of software and hardware, analyze and resolve general software and hardware malfunctions
4. Review work to assure compliance with KDE standards and Kenton County Schools District needs
5. Assist in organizing and training all staff on all district applications at the school level in relation to Student Information System, MUNIS, Data Warehousing, Instructional Applications, etc.
6. Perform preventive server maintenance and proper updates on applications and hardware
7. Communicate with a variety of departments regarding the coordination, cross over applications, training and support, and product information to find best source of supply
8. Work with all community and State agencies to provide an appropriate environment for learning
9. Coordinate ordering of all parts and new items. Receive and coordinate deliveries of technology related items.
10. Assist in maintaining district filtering solution, district SIS, and district LMS
11. Maintain records of work completed and requests
12. Assist and/or manage student led help-desk, student summer workers, and other student technology support.
13. Perform other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245
- Salary Schedule: G23 from Classified Position Index
- FLSA Status: Non-exempt

EVALUATION:

Performance of the position will be evaluated annually by the Director of Technology, or designee

APPROVED: