

**DATE:**  
06/05/2023

**AGENDA ITEM (ACTION ITEM):**

**Consider/Approve** the revision to the job description of Network Consultant/Technician and Network Administrator

**APPLICABLE BOARD POLICY:**

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

**HISTORY/BACKGROUND:**

The Network Consultant/Technician and Network Administrator job descriptions are recommended for revision to ensure maximum recruitment of qualified candidates and to closely match industry qualifications

**FISCAL/BUDGETARY IMPACT:**

No fiscal impact

**RECOMMENDATION:**


**Approval to** the revision to the job description of Network Consultant/Technician and Network Administrator

**CONTACT PERSON:**

Matthew Winkler, Director of Technology

  
Principal/Administrator

  
District Administrator  


  
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 Consultant/Technician  
Job Class Number: 7525

TITLE: Network Consultant/Technician

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: two years college level course work in programming and data management and two years increasingly responsible experience in software support and training~~
1. Holds an associate's degree in Computer Science, Information Systems or related field OR holds industry certification(s) in related fields OR two (2) years technology experience in an education setting
2. Must possess a valid driver's license

REPORTS TO: Director of Technology, or designee

SUPERVISES: None

JOB GOAL: Perform a variety of 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. 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
2. Review work to assure compliance with Kentucky Department of Education standards and The Kenton County Schools District needs
3. 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.
4. Perform preventive maintenance and proper updates on applications and hardware
5. Communicate with a variety of departments regarding the coordination, cross over applications, training and support, and product information to find best source of supply
6. Work with all community and State agencies to provide an appropriate environment for learning in the classroom
7. Maintain records of work completed and requests
8. Perform other responsibilities as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 25 pounds/lift table to chest up to 25 pounds/lift overhead up to 15 pounds
- Carry up to 50 pounds
- Climb ladders up to 8 rungs
- Climb up to 50 steps up/down
- Push/Pull up to 50 pounds

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245
- Salary Schedule: G19 from Classified Position Index

Kenton County School District  
Job Description: Network Consultant/Technician  
Job Class Number: 7525

- FLSA Status: Non-exempt

EVALUATION:

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

APPROVED: 04/23/2007

REVISED: \_\_\_\_\_

Kenton County School District  
Job Description: Network Administrator  
Job Class Number: 7524

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~~
1. Holds a bachelor's degree in Computer Science, Information Systems or related field OR holds industry certification(s) in related fields
2. Must possess a valid driver's license
3. Five (5) years technology experience in an education setting preferred

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

PHYSICAL DEMANDS

- Lift floor to table up to 25 pounds/lift table to chest up to 25 pounds/lift overhead up to 15 pounds
- Carry up to 50 pounds
- Climb ladders up to 8 rungs
- Climb up to 50 steps up/down
- Push/Pull up to 50 pounds



Kenton County School District  
Job Description: Network Administrator  
Job Class Number: 7524

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: 06/06/2022

REVISED: \_\_\_\_\_