

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:**            **DATE:** May 12, 2025

**TOPIC/TITLE:** Job title and job description change

**PRESENTER:** Josh Rayburn

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
- ☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING:            (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

**BACKGROUND INFORMATION:**

Board approves all job descriptions and job titles.


**SUMMARY OF MAJOR ELEMENTS:**

To update titles to reflect the position, we are proposing a job title change for the Computer Operations Supervisor to reflect current terminology recognized by the state/industry. The new title will be a District Network Administrator. Please find the updated job description. No changes to salary

**IMPACT ON RESOURCES:** \$0

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended            ☐ Not Recommended



**--CURRENT--**

**WOODFORD COUNTY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** Computer Operations Supervisor

**IMMEDIATE SUPERVISOR:** Director of Technology

**QUALIFICATIONS:**

- High School Diploma, G.E.D. Certificate
- Computer repair experience or A+ certification, Bachelor's Degree or Associates Degree in Technology or Related Field
- Network Certification (MCSE or CNE) - LAN and WAN
- Trouble shooting skills
- Knowledge of Windows OS, Novell, UNIX, DOS, etc.
- Pass health exam
- No immoral or criminal history
- Have ability to work with other staff members and with children

**DUTIES:**

- Oversees District LAN/WAN inventories
- Maintain appropriate networking skills/certifications
- Aid in MUNIS troubleshooting
- Oversees data security/integrity on file servers including:
  - Backups
  - Virus protection
  - Disaster recovery plan
  - Network Security
- Oversees maintenance/repair of CPU's and related equipment
- Trouble shooting problems
- Oversees installation of new computers/programs
- Make recommendations on new programs, topology of schools, virus protection, etc.
- Oversees Internet access
- Oversees and maintains WAN including:
  - Hubs, Switchers, Routers, and Wiring, Wireless
  - Exchange e-mail system
  - Internet authentication system

## --CURRENT (Continued)---

- Active Directory
- Servers
- Implements Fiber Optic Networks
- Oversees and maintains Fiber Optic Networks
- Oversees and maintains implementation of Smart Classrooms
- Assists schools with purchasing of technology equipment
- Provides support and assistance to School Technology Committees
- Attend conferences, meetings, training, etc. as needed/assigned
- Develop, attend, and present training including technical training for STC and/or SNA
- Maintain records for time sheets/mileage, etc.
- Other duties as assigned by Director of Technology

**Approved by the Woodford County Board of Education on September 26, 2007.**

Proposed job description  
and job title change on the following  
pages

*-This page is informational only-*

## **WOODFORD COUNTY SCHOOLS JOB DESCRIPTION**

**JOB TITLE:** District Network Administrator

**IMMEDIATE SUPERVISOR:** Chief Information Officer/Director of Technology

### **JOB SUMMARY:**

The District Network Administrator is responsible for the planning, implementation, and maintenance of the district and school system's technology infrastructure and hardware. This includes network systems, servers, computers, peripherals, and other related equipment. The network administrator will ensure the reliable and efficient operation of these systems to support the educational mission of the district.

### **QUALIFICATIONS:**

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Minimum of 5 years of experience in network and hardware management.
- Strong knowledge of network protocols, operating systems, and hardware components.
- Experience with network security and data backup systems.
- Excellent troubleshooting and problem-solving skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Relevant certifications (e.g., CompTIA Network+, CCNA) are a plus.

### **DUTIES:**

- Maintain district technology infrastructure as outlined by KETs Master Plans, Kentucky Department of Education, and the Office of Educational Technology.
- Manage and maintain the district's network infrastructure, including LAN, WAN, and wireless networks.
- Oversee the installation, configuration, and maintenance of servers, workstations, and other hardware devices.

## **DUTIES (CONT.):**

- Develop and implement hardware and software standards and procedures.
- Troubleshoot and resolve hardware and network issues in a timely manner.
- Coordinate with vendors for hardware procurement, maintenance, and support.
- Maintain an accurate inventory of hardware and software assets.
- Ensure data security and system integrity through regular backups, updates, and security measures.
- Provide technical support and training to technology staff on hardware and network usage.
- Develop and maintain documentation for network configurations, hardware setups, and troubleshooting procedures.
- Collaborate with other technology staff to support district-wide technology initiatives.
- Work with the Chief Information Officer to oversee District Computer Technicians and similar roles.
- Work with the Chief Information Officer on district and school hardware and software purchasing as it relates to the District Technology Plan and School Technology Plans.
- Maintain required records.
- Maintains regular attendance
- Performs other duties as assigned.