

**KINGSVILLE INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: Instructional Network Administrator **WAGE/HOUR:** Exempt

REPORTS TO: Director for Technology **PAYGRADE:** A/P 1

DEPT./SCHOOL: Technology

DATE REVISED: 6/23

Primary Purpose:

Install, test and maintain the districts network hardware, personal computers, software, and related equipment. Diagnose and resolve network problems.

Qualifications:

Education/Certification:

Bachelor's degree in computer science or management information systems, or equivalent experience in network administration

Microsoft Certified Systems Engineer (MCSE) preferred

Cisco Certified Network Professional (CCNP) preferred

Special Knowledge/Skills:

Knowledge of LAN and WAN network design and installation

Knowledge of network hardware and software applications including network servers, printers, and other equipment Voice over IP Telephony

Ability to work with multiple operating systems and network protocols

Ability to analyze and resolve computer network problems

Strong organizational, communication, and interpersonal skills

Experience:

Five years of experience performing network maintenance

Major Responsibilities and Duties:

Network Support

1. Install and test network hardware, software, and upgrades, and identify and resolve issues. Implement and maintain all system configurations and perform system maintenance.
2. Monitor and analyze system utilization; recommend improvements as needed.
3. Assist with the installation, maintenance, troubleshooting, and repair of network equipment.
4. Diagnose and repair network connectivity and hardware issues.

5. Maintain network design and configuration documentation. Work with end users to identify needs and correct problems.

Network Security

6. Implement, and maintain districtwide network security for all systems by maintaining network, Internet, and e-mail accounts.
7. Run backup procedures on all networks and workstations on a regular basis and restore district data as needed.
8. Contribute to the development and implementation of a disaster recovery plan as it relates the district's network.

Other

9. Work with software and hardware vendors to maintain appropriate product support.
10. Compile, maintain, and file all reports, records, and other documents required.
11. Comply with policies established by federal and state laws and regulations and local board policy.
12. Respond to after-hours emergencies as needed.

Guidance

1. Serve as liaison to outside vendors that provide support for technology equipment and materials.
2. Assist with detection and resolution of software application and hardware problems.
3. Assist principal(s) and campus committees with implementation of technology plans, and selection of technology equipment and software.
4. Assist in evaluating the implementation of technology at the campus and district level.
5. Assist in evaluating the implementation and effectiveness for the district LAN/WAN environment.

Inventory

1. Maintain accurate inventory of hardware, software, and peripherals throughout the district.
2. Identify, request, and control the inventory of repair parts.

Safety

1. Operate tools and equipment according to prescribed safety procedures.
2. Follow established safety procedures and techniques to perform job duties, including lifting, climbing and carrying.
3. Correct unsafe conditions in the work area and report any conditions that are not correctable to the supervisor immediately.

Other

1. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
2. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
3. Comply with all district and campus routines and regulations.

Supervisory Responsibilities:

NONE

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Hand tools and test instruments for electronic repairs and cable installations; standard office equipment including personal computers and peripherals

Posture: Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders

Lifting: Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over)

Environment: Occasional prolonged and irregular hours; frequent on-call and after-hours work; occasional districtwide travel; may be required to be on-call 24 hours a day; may be exposed to electrical hazards.

Mental Demands: Work with frequent interruptions; emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____

The Kingsville Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.