



## DISTRICT NETWORK AND DESKTOP SPECIALIST

**REPORTS TO:** Director of Technology

**QUALIFICATIONS:** Must have full knowledge of Mac OS X Server, Windows servers, Mac Workstations, Network Design, Implementation and Management, Printing and Print Queue Management, Network, PC and Server Troubleshooting.

1. High school diploma or equivalency diploma
2. Associates Degree or greater preferred in an Information Technology area or experience with full-time maintenance, configuration, repair, and installation of Information Technology equipment and software, as defined below
3. Experience in supervising Information Technology staff and in providing Help Desk services
4. Such alternatives to the above as determined appropriate and acceptable

**JOB GOAL:** To develop and maintain district computer networks, assist in the maintenance of network servers, and telephony systems and wiring in such condition of operating excellence that maximum educational use may be made at all times and to assist teachers, students and administration to take full advantage of technology for efficiency and instructional purposes.

### PERFORMANCE EXPECTATIONS:

**NOTE:** The term technology refers to the transmission and/or duplication of information including, but not limited to, voice, video, data and all forms of media, as well as equipment and technology necessary for the enhancement of programs in the performing arts.

1. Supports the technology plan consistent with the mission and vision of the school district.
2. Implements procedures and assists staff development programs for both educational and administrative use of technology.
3. Assists in design, construction, maintenance and sustainability of a robust information infrastructure that supports both a technology-rich learning environment and an efficient administrative system.
4. Documents all practices and procedures for a sustainable stable network and any other technology systems.
5. Provides for the most expeditious repair of equipment.
6. Remains attuned to current development in the field of technology, and shares such information with district personnel.
7. Provides technological support for all systems.
8. Supports the decommissioning of obsolete equipment.
9. Maintains and provides security related support for passwords and file security.
10. Maintains the configuration and maintenance of telephony equipment including wiring, switches, and end user tools.
11. Provides training to building technicians and advisors in the use of network- and server-based technology tools as needed.
12. Assists in the configuration of end user computers and supports end users by assisting them in the operation of their computers.
13. Performs other relevant duties as assigned.

**LENGTH OF CONTRACT:** Twelve (12) months (261 days)