

---

**TITLE:** Network Administrator

**QUALIFICATIONS:**

1. High School Diploma required or Associates Degree or higher preferred.
2. Experience in computer operations, and Local Area Network procedures.
3. Such Alternatives to the above qualifications as may be appropriate or acceptable.
4. Previous Experience in supervisory role preferred.

**REPORTS TO:** Assigned Administrator

**POSITION RESPONSIBILITY:** To coordinate and manage staff to provide high-level technical leadership in the planning, implementation, and ongoing support of district network operations and technology initiatives.

**Job Goal:** Assist administering technology goals by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.

**JOB DUTIES:**

1. Maintain organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies. Support the administration, configuration, repair, maintenance, and troubleshooting of network system resources related to school district networks (WAN, LAN, WLAN) to ensure optimal performance and continuous availability of services to authorized users in support of the digital 1:1 program, digital curriculum, and other mission critical operations.
2. Manage and ensure the preservation of assets by implementing disaster recovery and back-up procedures and information security control structures.
3. Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
4. Supervises the day-to-day activities of assigned staff, including contracted vendors and service providers, and coordinates work assignments and schedules for the purpose of ensuring the provision of knowledgeable technical support and reliable network service for ACS students, staff, faculty, and other authorized users.
5. Supervises the day-to-day activities of assigned staff, including contracted vendors and service providers, and coordinates work assignments and schedules for the purpose of ensuring the provision of knowledgeable technical support and reliable network service for ACS students, staff, faculty, and other authorized users.
6. Communicates effectively with assigned staff to provide direction, feedback, and expertise regarding the installation, upgrade, troubleshooting, maintenance, and repair of network equipment and assists as needed in the resolution of emergency situations, escalated issues, and concerns of a more complex nature; may observe assigned staff on-site at district schools and facilities on an as-needed basis.
7. Facilitates high-quality professional development to confirm assigned staff are fully equipped to address a broad spectrum of technical issues; prepares, arranges, and conducts a wide variety of hands-on training activities and works with staff members in groups or individually to provide guidance, demonstrate best practices, and refine knowledge and skills.

8. Designs and configures complex network infrastructure, connectivity, and security for the purpose of ensuring effective and efficient networking systems.
9. Analyzes network usage, uptime, bandwidth utilization, and network capacity and recommends upgrades, changes, and/or optimizations of network equipment or topology as needed to meet current and future network requirements.
10. Establishes standardized guidelines and solutions for the operation and maintenance of personal computer network services, including but not limited to remote access, file, print, application, and supporting active directory services.
11. Performs network administration tasks as needed, including but not limited to creating new users, setting up network copiers, directories, etc., assigning user access rights, monitoring network traffic, identifying, and resolving problems, etc.
12. Provides extensive technical expertise in routing and switching in a multi-site environment, TCP/IP network addressing and routing, and IP sub-netting.
13. Participates in the evaluation and selection of network hardware and software, including routers, switches, network management software, and other equipment and supplies.
14. Oversees utilization and billing of telephone systems, WWAN (cellular network), and WAN connectivity and bandwidth charges for district school buildings and other facilities, as well as school buses.
15. Reconcile all telecommunication bills for accuracy and discounts and process for payment
16. Works with Directors of ACS departments and staff to plan and implement new technology initiatives through the network infrastructure.
17. Assists in the development of district policies and procedures governing technology, data issues, and network security and enforces those policies and procedures as needed.
18. Reviews a variety of contractor documentation, including invoices, to confirm fulfillment of contract obligations and validate accuracy of services billed.
19. Supports the IT Coordinator in the development of a departmental budget that adequately sustains programs and monitors expenditures to ensure fiscal responsibility.
20. Remains current on technology trends and advancements to proactively provide users with information regarding technological and network capability developments, procedure modifications, and other related changes; researches and recommends solutions, equipment, and resources as applicable to ACS needs.
21. Provides leadership and supervision over assigned personnel to ensure employees have a clear understanding of their job responsibilities.
22. Selects personnel and conducts performance appraisals on assigned employees and makes recommendations for appropriate employment action to ensure a standard of accountability is met as defined by the department's goals and objectives, as well as the policies established by the Albertville City School System.
23. Provides and ensures employees' participation in professional developmental training opportunities as needed to perform their job duties.
24. Responsible for developing, maintaining, and improving operating procedures to improve efficiency and effective use of resources.
25. Ensure documentation, inventory, and installation of ERATE Category 1 and Category 2 related items.
26. Responsible for district E-Rate applications including Requests for Proposals (RFP), processing orders, and verifying equipment delivery.
27. Under the direction of the It Coordinator, performs a variety of professional duties that include managing the daily operations of the district's computer repair services and staff IT support: providing supervision, training, and evaluations to assigned IT technicians; coordinating technical assistance and training to system users; and performing all levels of computer hardware troubleshooting, maintenance, and repair.

28. Determines work schedules, organizes, and assigns work activities, based on work priority, quantity of work, and skill of staff. Monitors work performance, provides leadership, direction, and guidance to ensure maximum quality and efficiency of district-related repairs and service.
29. Supervises warranty and non-warranty repairs within vendor specified service guidelines, including but not limited to, verifying warranty eligibility, accurately diagnosing defective parts, correctly identifying parts to be replaced, and creating/managing repairs within the specific vendor order system.
30. Assists with establishing and enforcing policies, procedures, and guidelines for repair of equipment.
31. Oversees and maintains appropriate inventory and tracks inventory of repair parts and materials using district IT Asset management tool.
32. Researches, implements, coordinates, manages, and maintains an electronic problem request tracking system (help desk) to address requests for assistance and/or computer repair.
33. Ensures related duties including submitting requisitions, tracking open purchase orders and credit card purchases; researching product prices and availability; purchasing and maintaining adequate supply of parts and repair materials. Supervises warranty claims and keeps records of repairs performed and pending.
34. Implement, assist, or manage cloud and physical network storage.
35. Available for after business hour network service issues.
36. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
37. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
  - Implement and maintain network IT security:
  - Develops and carries out network information security plans and policies.
  - Develops strategies to respond to and recover from a security breach.
  - Develops or implements tools to assist in detection, prevention, and analysis of security threats.
  - Installs and oversees firewalls, data encryption and other security products and procedures.
  - Conducts periodic scheduled network scans to find vulnerabilities.
  - Conducts penetration testing, simulating an attack on systems to find exploitable weaknesses.
  - Monitors networks and assists systems for security breaches, using software that detects intrusions and anomalous system behavior.
  - Investigates security breaches.
  - Assists network incident response, including steps to minimize the impact and then conducting a technical and forensic investigation into how the breach happened and the extent of the damage.
38. Performs other job-related duties as assigned.

**Essential Duties**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

**TERMS OF EMPLOYMENT:**             9-Month     10-Month     11-Month     12-Month

**EXPECTED WORK DAY:**            8 Hours

**FLSA STATUS**                            Exempt

**SALARY:**            According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

**EVALUATION:** Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Principal/Program Coordinator \_\_\_\_\_  
Initials

Human Resource \_\_\_\_\_  
Initials