

Job Description: Network Manager



Position Title: Network Manager

Salary Grade:

Pay Grade:

Our Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

This position exists to perform tasks needed for the technical and professional coordination of the management of instructional and non-instructional school networks. Obtains and updates skills necessary for effective network management. Installs, troubleshoots, and maintains hardware and software. Coordinates activities of outside vendors, consultants, and trainers.

Essential Functions of this Job

Coordinates the maintenance, operation, and management of existing instructional and non-instructional school technology. Assists with the planning, designing, and installing future network expansions as growth demands.

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Performs all functions and procedures necessary to install and maintain school network hardware and software. Installs and configures local workstations, peripherals, and mobile devices as needed. Develops and maintains network procedures to ensure regular school server backups as required. Facilitates staff participation in evaluating and selecting new software, hardware, and materials to support instructional objects. Maintains accurate inventory of hardware, software, and related peripherals. Organizes technology resources for easy accessibility by students and staff in coordination with the school media specialist. Follows troubleshooting procedures for hardware and software. Maintains hardware and arranges for timely repair and maintains repair history. Follows district network security procedures and works cooperatively with the school staff, the school improvement team, and the Information Systems and Technology Division Staff. Works with school technology committee to make technology purchasing recommendations to school administration. Supports the use of technology with all school personnel. Supports environment encouraging creative and independent use of instructional technology. Works with outside vendors, consultants, and trainers as applicable. Supports the use of existing and emerging technology by staff and students. Continues personal and professional growth and development in technology pertinent to network management and software programs. Attends district technology contact and other required network manager meetings and seminars.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Demonstrates ability to provide technical assistance to adults. Establishes and maintains working relationships with teachers, administrators, support, and system staff. Demonstrates ability to follow through to complete the complex tasks necessary to analyze computer problems and activate and troubleshoot network operations. Requires considerable working knowledge of computer operating systems used in the school. Communicates clearly and concisely, both orally and in writing.

Bilingual/biliterate preferred.

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Education, Experience, and Certification/License Requirements

Sixty (60) or more college credit hours or an Associate's degree or higher from an accredited school. Diploma from an accredited high school. Successful technical training or experience administering local area networks is required.

Work Context:

Requires being active, sitting, standing, walking, and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and teams. Involves the use of multiple communication systems. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Provides technical support to students and internal and external contacts.

Physical Environment:

Requires working indoors and outdoors in environmentally controlled conditions. Involves the ability to lift, carry, move, and position objects infrequently weighing up to 20 pounds, and frequently weighing 40 pounds or more, with help as necessary.

Local Code:

EEO5:

Approval Date:

Date Last Revised: 5/9/22