

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
NETWORK ADMINISTRATOR

1. SERVICE DELIVERY

- _____ 1. Ensure that all networking hardware purchased meets district networking guidelines and standards.
- _____ 2. Procure networking equipment, including concentrators, hubs, bridges and routers.
- _____ 3. Install and configure networking equipment at required sites.
- _____ 4. Document local and wide-area networks installed in District facilities.
- _____ 5. Design main and intermediate telecommunication closets.
- _____ 6. Document all network wiring in all District facilities.
- _____ 7. Terminate LAN wiring at distribution location and station.
- _____ 8. Test and verify that all new telecommunication wiring meets current networking standards.
- _____ 9. Maintain the District web site.
- _____ 10. Install and configure network operating systems.
- _____ 11. Evaluate software for compatibility with network operating system.
- _____ 12. Install and maintain application software.
- _____ 13. Design and install the network protocol and directory services.
- _____ 14. Maintain responsibility for repair and maintenance of District audio-visual and computer equipment.
- _____ 15. Evaluate applicability of new technical developments.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 16. Submit recommendations to the Deputy Superintendent / MIS Director for organizational improvements.
- _____ 17. Obtain current pricing and availability from vendors of network equipment.
- _____ 18. Report on the performance and development planning of the department including recommendations on financial, operational and capital plans.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 19. Attend schools and training sessions for appropriate hardware and software training.
- _____ 20. Provide training opportunities for all assigned personnel.
- _____ 21. Cross-train personnel within the department as appropriate.

4. SYSTEMIC FUNCTIONS

- _____ 22. Prepare specifications of equipment required for network installations.
- _____ 23. Manage all electronic repair services for schools and District offices.
- _____ 24. Develop, update and revise a manual of computer-related methods and performance standards.
- _____ 25. Supervise office automation and intra-office communications.
- _____ 26. Prepare all required reports and maintain all appropriate records.
- _____ 27. Perform other duties as assigned.

NETWORK ADMINISTRATOR (Continued)

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 28. Oversee Local and Wide-Area Networks design for all District facilities for system integration.
- _____ 29. Assist with the selection, acquisition, installation, maintenance and replacement of telephones in schools and departments and serve as the District contact for telecommunication companies serving the District.
- _____ 30. Assist with the development of short- and long-range plans for the conduct, growth and improvement of department programs and services that will enhance the District’s mission of enhancing the use of technology.
- _____ 31. Recommend new uses for computer technology and equipment or abandonment of unprofitable uses.
- _____ 32. Develop implementation procedures for the achievement of priority goals.
- _____ 33. Provide assistance to school personnel in the identification of program needs and the selection of appropriate materials and equipment.
- _____ 34. Assist in the development of educational specifications for new facilities and equipment, relative to planning modifications and construction of facilities.
- _____ 35. Manage the design, development and maintenance of systems, programs, systems software, telecommunications structure, software and programs to meet the needs of schools and the District.

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 36. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 37. _____
- _____ 38. _____
- _____ 39. _____
- _____ 40. _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 41. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 42. The accurate and timely filing of all school reports
- _____ 43. The completion of required professional development services.
- _____ 44. _____
- _____ 45. _____

NETWORK ADMINISTRATOR (Continued)

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)