

JOB DESCRIPTION

TITLE SUPERVISOR, NETWORK TECHNOLOGY

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associate's degree from a college or technical school; with three years related experience and/or training; or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Experience designing, implementing, and maintaining local and wide area networks.
Language Skills	Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from administrators, employees, and the general public.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions percentages, ratios, and proportions to practical situations.
Certificate/License	Microsoft Certified Systems Engineer (MCSE), CompTIA A+, CompTIA Network+, or Cisco Certified Network Professional (CCNP) preferred.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall be free of any alcohol or non prescribed controlled substance while

on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally be required to work near mechanical parts with minimal risk for electrical shock. The noise level in the work environment is usually moderate.

REPORTS TO Coordinator of Network Technology

GENERAL RESPONSIBILITIES

1. Develops, maintains and executes school board policies related to Network technology.
2. Supervises and is responsible for the support and maintenance of all district Network infrastructure and the software and hardware that comprise it.
3. Develops a budget for the implementation, maintenance, and replacement of all Network systems in coordination with the Coordinator of Network Technology.
4. Supervises Network Technology System Support Technicians.

SPECIFIC RESPONSIBILITIES

1. Develops budget recommendations for Network technology and guidelines for the acquisition and replacement of Network system hardware and software.
2. Works with the Coordinator of Network Technology to set standards for all software on workstations used to access the Network, district network applications, and other district resources.
3. Supervises the System Support Technicians (SSTs) and provides technical assistance as needed.
4. Communicates regularly with Building Technology Coordinators (BTC's) and School Administrators to ensure the Technology department meets the needs of all District schools.
5. Maintains knowledge of the latest industry trend developments and seeks additional training when possible.
6. Shares technical knowledge with co-workers, teaching co-workers as needed.
7. Establishes and maintains contact with counterparts in other school districts and with primary vendors.

8. Provides documentation and standard operating procedures for all areas of Network Technology.
9. Provides the Coordinator of Network Technology with feedback and insight into solutions that reduce operating inefficiencies and ~~to~~ enhance productivity.
10. Performs other duties as assigned.