

Title: Network Administrator/Technology Coordinator

Minimum Qualifications:

1. BA/BS in Computer Science or a similar closely related technical field.
 - a. Equivalent practical experience may substitute for some educational background.
2. Two plus years of experience in administering/maintaining a Windows based network with Active Directory.
3. Two plus years of managing/configuring network equipment, such as layer 2/layer 3 network switches and routers.
4. Experience in managing/supporting Linux-based servers.
5. Experience in working with various server hardware such as servers from HP, Dell and SuperMicro.

Preferred Qualifications:

1. Master's Degree in Computer Science or IT related field.
2. Management of Google Workspace for Chromebook Device Management.
 - a. User/Group management.
 - b. Application and user management.
3. Management of web-based web filtering services such as GoGuardian.
4. Familiarity with implementation of SSO with Google Workplace accounts and other services such as Clever.

Reports to: Superintendent or Superintendent Designee

Job Summary: To provide the daily support of network infrastructure, systems administration, web-based educational related applications and services, and assist other IT staff members with other job functions related to the IT Department.

Essential Functions:

1. Assist managing and maintaining all aspects of Google Workspace.
2. Oversee and maintain the processes and procedures which are used to create student accounts from nightly data exports and provision both their in-house network accounts and Google Workspace accounts.
3. Add/Delete/Manage staff accounts in Active Directory and synchronizations that occur to Google Workspace.
4. Monitor/Manage in-house Linux and Windows-based servers including Hyper-V hosts as well as VMs.
5. Maintain/Support IT systems and services such as network monitoring, WSUS, SCCM, and WDS.

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6. Maintain/Support and Implement group policies as needed to enforce consistent user and computer configurations across the district.
7. Create/Maintain existing Powershell, VBscript, and batch files that are used for various IT needs.
8. Maintain/Support centralized print management system called PaperCut.
9. Maintain/Support VOIP phone system including phones and Linux-based FreePBX phone servers.
10. Maintain network cabling infrastructure and troubleshoot when needed.
11. Maintain/support wireless network infrastructure and WAPs. Current system is a hosted Meraki solution.
12. Maintain/support all network switches across the district including layer 3 switches used for essential routing.
13. Maintain/support/design logical network addressing across the district.
14. Monitor/maintain WAN link connections between buildings and Internet connection through ISP.
15. Monitor/maintain all in-house fiber connections between main campus buildings and between connectivity closets within buildings.
16. Maintain/Support IP-based video surveillance network including IP-based Cameras and DVR servers.
17. Provide overflow support for end-user IT support requests including workstation repair, 1:1 student computing devices, peripherals, classroom A/V equipment and all other aspects of technology.
18. Provide overflow support for other IT-related services and applications such as educational programs, SIS, Gradebook, Fiscal services, mass communication system and so on.
19. Provide technology support for all District departments and related programs utilized by each department (i.e. - HVAC controls, transportation routing, sound systems, etc.)
20. Maintain/Create documentation on all aspects of IT.
21. Work with the Superintendent and Treasurer to maintain the fiscal budget for District IT operations.
22. Manage the eRate process for the District.
23. Manage and coordinate all purchasing for the IT Department.
24. Coordinate and maintain streaming services of various District events.
25. Be a good representative of the District and show professionalism to fellow staff members, students, and community at large.
26. This list is not intended to be all inclusive of expectations and job functions for this position.
27. Other job functions/duties as assigned by the Superintendent.

The Fairfield Union Local School District Board of Education is an Equal Opportunity Employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

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This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor and/or appointing authority.

My signature below signifies that I have reviewed the contents of the above job description and that I am aware of the requirements of this position and can perform these duties with or without reasonable accommodation.

Employee Signature

Date

ADOPTED: 12/16/02

REVISED: