

CRESTLINE BOARD OF EDUCATION

JOB DESCRIPTION

TITLE: LAN/WAN Administrator (Technology Director)

REPORTS TO: Superintendent/CEO

GENERAL DUTIES LOCAL AREA NETWORKS (LAN):

- Monitors, maintains and repairs Local Area Network (LAN) servers and workstations.

SPECIFIC DUTIES LOCAL AREA NETWORKS (LAN):

1. Monitors the local area network to insure peak performance and reliability of the applications running on the network.
2. Troubleshoots and diagnoses problems and failures of network software and hardware components.
3. Coordinates the repair of network components and software upgrades.
4. Performs trend analysis statements for the purpose of tracking a history of network activity.
5. Produces periodic reports of network activity including bandwidth analysis, network traffic patterns, network reliability, and network documentation.
6. Installs and configures new software within the network.
7. Performs security maintenance of network access and applications according to the guidelines defined by the district.
8. Designs and implements new network applications, components, and changes to the network configuration.
9. Carries out the daily procedures of administering the local area network such as backup, maintaining user accounts, and event logging.
10. Works cooperatively with the NCOCC staff in accordance with the NCOCC LAN Management Services Agreement.
11. Develops systems procedures as required/requested.

GENERAL DUTIES WIDE AREA NETWORKS (WAN):

- Maintains and repairs network equipment and peripherals.

SPECIFIC DUTIES WIDE AREA NETWORKS (WAN):

1. Works cooperatively with the NCOCC staff in accordance with the NCOCC Management Services Agreement.
2. Troubleshoots and diagnoses problems.
3. Coordinates the repair of network components and software upgrades.

4. Designs and implements new network applications, components, and changes to the network configuration.
6. Installs, maintains, and supports VOIP services.
7. Installs, maintains, and supports the district's wireless services.
8. Performs periodic preventive maintenance procedures on the equipment.
9. Installs and configures new equipment within the network.
10. Installs and configures new software within the network.
11. Coordinates with NCOCC staff and outside contractors on the design and implementation of components within the network.
12. Monitors the network on a regular basis to reduce outages and to obtain the highest level of service.
16. Develops systems procedures as required/requested.
17. Performs all other duties as assigned by the Superintendent.

OTHER DUTIES OF THE POSITION:

1. Maintains accurate and regularly updated inventories of all technology-related equipment owned by the district.
2. Disposes of obsolete and broken equipment according to established procedures.
3. Develops an annual budget for the technology department.
4. Manages the Help Desk and responds in a timely manner to tickets.
5. Maintains the district's telephone system.
6. Maintains the district's networked printing system.
7. Maintains the district's security cameras and other safety-related systems including the security doors.
8. Establishes and implements procedures for inventorying, circulating, repairing and reimaging all laptops, Chromebooks and other equipment checked out to students and staff.
9. Offers counsel to the administration and staff on all technology-related matters.

10. Recommends the purchase or new and replacement equipment, network components, instructional equipment, etc.
11. Offers training to staff.
12. Maintains the school district's website.
13. Establishes and maintains professional relationships with superiors, staff, students, parents, and NCOCC staff.
14. Prepares the network and all student devices for efficient operation during state testing.
15. Exercises good professional judgement.
16. Maintains the security and confidentiality of all district-owned data, students' educational records, and other mission critical information.
17. Recommends and supervises other technology department staff members (ex: summer technology assistants).
18. Stays current in the field by participating in job-related professional development and attending area and state meetings.
19. Performs all other duties as assigned by the Superintendent.

QUALIFICATIONS: Experience and training as a network/computer support technician is required. Training and/or experience in the various forms of technology and operating systems are also required. This is a twelve month position evaluated annually. An associate degree in network administration or related field is preferred. The position is classified as "Other Administrator" pursuant to Section 3319.02 of the Ohio Revised Code.

Adopted: 07-30-2019