

**AVON LOCAL SCHOOL
DISTRICT
JOB DESCRIPTION**

Title:	NETWORK TECHNICIAN	File
Reports to:	Network Administrator and Director of Innovation and Technology	
Job Objective:	Under supervision, the Network Technician is responsible for the installation, maintenance and troubleshooting of computer and networking equipment, hardware, software, and other district technology peripherals; performs a variety of technical and maintenance tasks related to network systems and equipment; and performs clerical work related to system and procedural programs and other related work as required.	
Minimum Qualifications:	<p>Strong technical knowledge and skills as evidenced by an associate degree or higher and/or equivalent combination of IT- related certification/ training/ work experience.</p> <p>Commitment to keep current with skills and technological advances essential to the objectives of the position.</p> <p>Available to work irregular hours and/or a non-traditional schedule.</p> <p>Knowledge of computer hardware, software, and networking systems.</p> <p>Knowledge of the K-12 educational environment and technology/ software applications suitable for diverse instructional settings and user abilities.</p> <p>Knowledge of applicable data privacy practices and laws.</p> <p>Experience in troubleshooting and providing technical desktop and network support in a large multi-platform and multi-operating systems environment.</p> <p>Effective organization and record-keeping skills.</p> <p>Ability to work cooperatively and professionally with all school personnel.</p> <p>Meet all mandated health screening requirements.</p> <p>Record free of criminal violations that would prohibit public school employment.</p> <p>Comply with drug-free workplace rules, board policies, an.</p> <p>Additional qualifications as the Board of Education may require.</p>	
Essential Functions:	<p>Job tasks may vary due to specific needs from day-to-day. Duties and responsibilities listed below are not intended to be all-inclusive but descriptive of the typical tasks performed (reasonable accommodations may be made to enable a qualified individual with a disability to perform essential functions):</p> <p>Install, troubleshoot, and solve problems related to computer workstations, networking equipment, software, cabling, copiers/printers and other peripherals.</p> <p>Receive, prioritize, and respond to incoming help desk requests, work orders, calls, and/or emails regarding district technology issues and/or connectivity problems.</p> <p>Maintain confidentiality of student and staff records and other privileged information.</p> <p>Provide technical assistance to students and staff in the general use of all district equipment, hardware, software applications, copiers/printers, and other peripherals.</p> <p>Assist users in understanding and abiding by the policies and procedures related to the use of equipment, applications, and network resources.</p> <p>Prepare training materials and instruction sheets as necessary.</p> <p>Support management of network infrastructure, including firewalls, switches, routers, access points, servers, UPSes, cabling, and other related components as trained and directed by supervisor.</p>	

Prepare, update, and maintain documentation and inventories of equipment.
 Perform clerical work and submit reports, records, and/or inventories as directed.
 Coordinate any necessary work or installations with operations and maintenance staff.
 Maintain security procedures for all network and computing devices, operating systems, and electronic data and files. Meet data privacy requirements.
 Help maintain up-to-date software/firmware for district technology equipment.
 Request permission and follow board-approved procedures for the disposal of assets.
 Avoid disrupting learning and other building activities except during emergencies.
 Help manage and update VoIP/ telecommunications, printer/copiers, and security/alarm systems and associated software as directed.
 Help manage, monitor, and update district email systems and servers including email spam blocking and internet filtering systems.
 Demonstrate continuous effort to improve operations, decrease turnaround time, and streamline work processes to maintain high quality technical support.
 Support implementation of the district's technology plan.
 Uphold the student conduct code. Maintain high expectations for behavior. Report student discipline problems, vandalism, and other related concerns.
 Monitor and appropriately manage safety concerns. Keep work spaces orderly.
 Uphold board policies and follow administrative procedures.
 Promote a favorable image of the school district.
 Respect personal privacy. Maintain confidentiality of privileged information.
 Assume personal responsibility for professional growth.
 Accept personal responsibility for decisions and conduct.
 Support work initiatives that enhance productivity and advance district goals.
 Maintain professional appearance. Wear work attire appropriate for the position.
 Attends professional development, training sessions, conferences, seminars, and/or district meetings as directed.
 Perform other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties:
 Manage and prioritize tasks efficiently to meet deadlines under time constraints.
 Be flexible with interruptions and changing conditions.
 Be self-directed with team-oriented focus and strong interpersonal skills.
 Show strong analytical and problem-solving abilities.
 Verify and correctly enter data. Complete detailed paperwork accurately.
 Use active listening, observation, reading, and communication skills effectively.
 Demonstrate professionalism and maintain a positive work attitude.
 Effectively interpret and apply technical information.
 Avert problem situations and intervene to resolve conflicts.

**Working
Conditions:**

General job-related duties may require the following:
 occasional evening/ weekend work to avoid interrupting student learning.
 being on-call for emergency network issues.
 operating and/or riding in a vehicle.
 operating power tools, wearing protective clothing, and using safety equipment.
 working under time constraints to meet deadlines.
 working during the evening and/or weekend.
 lifting, carrying, and moving work-related supplies/equipment.

traveling to meetings and work assignments.

working at various heights, in confined spaces, in variable/diminished lighting and/or in proximity to moving mechanical parts.

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

Exposure to adverse weather conditions and temperature extremes.

Exposure to air-borne particulates, chemical irritants, cleaning solvents, combustible materials, electrical hazards, equipment vibrations, noises, and odors.

Exposure to blood-borne pathogens and communicable diseases.

Interacting with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Avon Local School District Board of Education.

The Avon 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.