

Carroll Independent School District Job Description

Job Title:	Systems Administrator	Pay Grade:	AP3
Supervisor:	Executive Director for Technology	Employment Days:	226
Department:	Technology Department	Employment Status:	Exempt

MISSION:

Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

JOB SUMMARY:

The Systems Administrator is responsible for coordinating the implementation and ongoing management of Microsoft server-based systems such as DHCP and WSUS, as well as other data systems including but not limited to: VOIP, Backup, and Workspace One (Airwatch). The Systems Analyst has primary accountability to deliver and maintain appropriate system projects in support of District operations.

QUALIFICATIONS:

- High school diploma or equivalent required; Associate degree preferred
- Effective interpersonal skills
- Excellent oral and written communication skills
- Keeps current with technology and other workplace innovations that support technology in a K-12 environment
- Strong background in all aspects of technology with an emphasis on the instructional setting
- Experience with Cisco Call Manager preferred
- Expertise in the identification and use of technology equipment/software applications suitable for diverse instructional settings and user abilities
- At least 3 years of experience with Microsoft Server
- Ability to evaluate the proper installation of assigned district systems
- Ability to work irregular hours and/or a non-traditional schedule

MAJOR RESPONSIBILITIES:

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Serve as contact for implementation and ongoing management of the DHCP, WSUS, and Airwatch systems, Cisco IP phone system updates, and other related systems; prepares user communications and documentation; advises principal users of system capabilities and limitations.
- Work as a liaison between Technology Services and district and campus administrators
- Be customer service oriented and maintain a professional appearance and approach regarding all district matters.
- Stay current on new technologies and trends.
- Assist in the establishment, documentation, and implementation of district wide technology standards, processes, and procedures in accordance with industry and/or vendor best practices.

- Assist with the documentation of district technology configurations and network changes so that others can follow. Maintain orderly secure documentation.
- Perform **after-hours** system upgrades and technical support regularly.
- Maintain the phone inventory including moves, adds, and changes
- Analyze and troubleshoot issues with assigned district systems
- Prepare and analyze utilization reports for assigned systems
- Provide updates and service packs for assigned district systems
- Develop procedures and processes for assigned district systems
- Assist in planning for the appropriate use of assigned district systems
- Assist in the management of the district's educational data systems.
- Track district data systems to ensure user availability.
- Assist with the selection and purchase of equipment and support materials
- Assist with the development of procedures that promote the proper use, care, and security of technology resources (e.g., consent forms, maintenance, storage, etc.). Monitors compliance with all licensing agreements
- Manages the accurate and timely completion of reports, records, and inventories.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Be customer service oriented and maintain a professional appearance and approach regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned

EQUIPMENT USED:

Personal computer, switches, servers, software, and basic tools

MENTAL DEMANDS:

This individual should be a self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

This position will require approximately 25% walking; 50 % standing/sitting and 25% lifting; carrying up to 25 lbs; and stooping/bending.

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIRMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____
 (Executive Director of Personnel Services)

APPROVED BY: _____ DATE: _____
 (Assistant Superintendent for Staff & Student Services)

Date Created: 6/2011	Date(s) Revised: 9/2021
----------------------	-------------------------