

4. Develops and maintains accurate, complete, and up-to-date documentation related to network systems, and maintains network maps and diagrams of all sites.
5. Coordinates development and measurement of network benchmark standards.

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6. Configures and maintains best practice security policy and procedures to protect the network, and safeguard computer systems from unauthorized entry and malice.
7. Regularly reports the results of security audits to the Director of Information Technology.
8. Configures, manages, and closely monitors data backup operations and systems.
9. Ensures all network systems are maintained with current software and firmware versions and updates, according to what the platform is capable of supporting, while adhering to software licensure compliance.
10. Reads technical journals and/or manuals, attends vendor seminars and appropriate professional development workshops to learn about the administration of network systems, and to evaluate emerging technology and enterprise trends.
11. Engages in ongoing professional development related to information technology in order to upgrade skills and knowledge.
12. Refers when appropriate, hardware issues to the Systems Administrators, initial troubleshooting to the Technology Support Specialists, and policy/management issues to the Director of Information Technology.
13. Performs technology needs analysis and evaluates, tests, and recommends appropriate technology for use in the educational environment, and reports recommendations to the Director of Information Technology.
14. Makes budget recommendations to the Director of Information Technology.
15. Regularly reports back to the Director of Information Technology on performance responsibilities.
16. Works as a team player with technology support staff and other personnel, and provides technical advice necessary to assist teachers and staff with using and supporting technology.
17. Assists with planning, developing and implementing technology training for staff related to computer systems and the network.
18. Other duties as assigned.

PHYSICAL REQUIREMENTS:

Lifting and moving of computers and other equipment is required, and travel to and from the five city schools

TERMS OF EMPLOYMENT:

12 month annual contract, Technology Network Administrator Salary Scale, as approved by School Board.

Date Reviewed: May 2026

EVALUATION: Performances of this job will be evaluated in accordance with provision of the School Board's policy on Evaluation of Personnel.

Date Reviewed: May 2026