



SYSTEMS ADMINISTRATOR

QUALIFICATIONS:

- High school diploma or equivalent, Bachelor's Degree preferred
- 5 years of experience in systems administration, preferably in a K-12 educational environment or multi-site organization.
- Experience with managing enterprise storage solutions
- Experience with backup and disaster recovery solutions
- Experience with administering core applications common in schools (SIS, LMS, Google Workspace, Microsoft 365)
- Experience with virtualization technologies (VMware, Hyper-V, etc.)

REPORTS TO:

- Director of Technology

JOB SUMMARY:

- The Systems Administrator is responsible for the effective provisioning, installation, configuration, operation, and maintenance of the K-12 school district's server infrastructure, operating systems, and core applications. This role ensures the stability, integrity, and security of critical systems that support administrative functions, instructional technology, and data management for students and staff. The Systems Administrator plays a key role in managing user accounts, implementing system security measures, and providing advanced technical support.
- FLSA Status: Exempt

PERFORMANCE RESPONSIBILITIES:

1. Work with buildings, departments, and individuals to develop desktop and lab images for all machines
2. Provide in-service training on various network technologies to staff in and outside of the department
3. Maintain and integrate all Datacenter servers and applications
4. Administer and manage directory services (e.g., Active Directory, Google Workspace) including user accounts, groups and permissions
5. Maintain a district backup of all Datacenter servers and disaster recovery plan
6. Maintain all staff and student accounts on the network
7. Set standards in integration of district acquired 3rd party applications and take care of installation and maintenance of said applications; communicate with approved vendors
8. Maintain and actively monitor district software license usage and policy
9. Maintain all content filters required by state and federal law
10. Ensure active protection of all systems via a multilayer solution at both the perimeter and workstation level to protect against spyware, viruses and other threats
11. Maintain the servers for the district wide security and surveillance system
12. Deploy, manage, and maintain core district applications, including Student Information Systems (SIS), learning management systems (LMS), email systems and other educational software
13. Provide support for remote access for all staff
14. Provide 24/7 passive monitoring for emergency and critical failures within the district datacenter
15. Assist in the long term planning of district technology needs and plans
16. Develop specifications for software and hardware as needed
17. Ensure the safety and security of district property assigned to his/her area of responsibility
18. Reply to requests for information from his/her supervisor and district administrative staff

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.