FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Network Administrator
Reports to: Director of Technology
Dept./School: Technology Department

Exemption Status/Test: Exempt
Date Revised: October 6, 2026
Number of Days Employed: 235
Pay Grade: AP-2

Primary Purpose:

Responsible for designing, implementing, securing, and maintaining an enterprise-class network infrastructure that supports district operations, instructional technology, and cloud-based services. This role ensures high availability, performance, security, and scalability across all networks, servers, and communications systems.

Qualifications:

Education/Certification:

Associate or bachelor's degree in computer science, Information Technology, or closely related field preferred
Industry certifications such as CCNA, CCNP, Network+, and Security+ preferred
Prior experience in an educational setting preferred

Special Knowledge/Skills:

Strong knowledge of enterprise network infrastructure, including switches, routers, firewalls, VPNs, wireless systems, VoIP, and IP-based communication technologies.
Knowledge of TCP/IP networking, network security principles, and current best practices for system reliability and data protection.
Ability to monitor, troubleshoot, and maintain network and server systems using standard management and security tools.
Ability to support instructional and administrative technology systems in an educational (EC–12) environment.
Skill in documentation, inventory management, and working effectively with vendors, staff, and district administration.
Ability to stay current with emerging technologies and apply them to support district operations and student learning.

Experience:

Minimum of five (5) years of experience implementing and supporting operating systems, switched network equipment, telecommunications systems, and related computer networking technologies
Minimum of five (5) years of experience implementing and managing network services, including network analysis and monitoring tools
Hands-on experience with Cisco technologies, including Catalyst switches, VoIP systems, and VPN solutions preferred
Experience with wireless networking technologies
Experience securing LAN, WLAN, and WAN environments

Major Responsibilities and Duties:

Network Management & Infrastructure

1. Design, deploy, and maintain enterprise network infrastructure supporting voice, video, data, and high-speed internet services.

2. Monitor and analyze network performance, capacity, and reliability; proactively identify and resolve issues.

3. Implement network security best practices, firmware updates, patches, and system configurations to maintain system integrity.

4. Utilize network monitoring and management tools to evaluate utilization and generate performance reports.

5. Research, recommend, and implement new technologies to improve performance, security, and efficiency.

Server, Systems & Disaster Recovery

6. Manage physical and virtual servers, storage systems, and mission-critical applications.

7. Oversee system installations, upgrades, patches, and version control for production environments.

8. Develop, maintain, and test disaster recovery and backup plans to ensure audit and compliance readiness.

9. Maintain documentation, system diagrams, and configuration records for all infrastructure components.

10. Coordinate with leadership to manage directory services, permissions, and access controls.

Technical Support & Operations

11. Install, configure, maintain, and upgrade network equipment, cabling, computers, and peripherals.

12. Provide advanced technical support for staff, instructional systems, and district applications.

13. Troubleshoot and resolve network, hardware, software, and data communications issues.

14. Support classroom technology deployment and distribution of instructional technology resources.

15. Work collaboratively with vendors, service providers, and regulatory agencies as needed.

Equipment, Inventory & Specialized Systems

16. Maintain and support district security cameras, phone, intercom, and IP-based communication systems.

17. Diagnose and repair network and hardware issues, including data migration and equipment replacement.

18. Perform preventative maintenance and maintain accurate service, repair, and asset records.

19. Manage inventory of hardware, software, licenses, and repair parts across assigned sites.

20. Ensure compliance with safety procedures and district policies during equipment handling and installations.

Other:

21. Keep informed of and comply with state, district, and school regulations and policies.

22. Support district goals by maintaining a reliable, secure network that enhances teaching and learning.

23. Coordinate daily activities of technology staff as assigned.

24. Maintain confidentiality of sensitive data and exercise sound judgment in complex situations.

25. Communicate regularly and effectively with the Systems Administrator, the Director of Technology and other district administration to accomplish district technology goals.

26. Promote teamwork and interaction professionalism, and continuous improvement.

27. Follow district safety protocols and emergency procedures.

Supervisory Responsibility:
None

Working Conditions:
Alternate methods of performing duties.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Hand tools and test instruments for electronic repairs and cable installations; standard office equipment including personal computers and peripherals
Posture: Prolonged standing, frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching.
Lifting: Regular moderate lifting and carrying (up to 44 pounds)
Environment: Occasional prolonged and irregular hours; frequent on-call and after-hours work; occasional districtwide travel; may be exposed to electrical hazards.
Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: _____ Date: _____
Department Administrator

Reviewed by: _____ Date: _____
Employee

Received by: _____ Date: _____
Human Resources