



<b>Job Title:</b>	Network Coordinator
<b>Job Category:</b>	Exempt
<b>Department:</b>	Support
<b>Reports To:</b>	Director of Technology
<b>Supervises:</b>	None
<b>Hours of Work:</b>	Daytime hours, 260 day calendar
<b>Date last updated:</b>	July 2017

### **GENERAL SUMMARY AND QUALIFICATIONS**

Position is responsible for the installation, configuration and support of the District's IT network, servers, and wireless infrastructure. Ensures network and internet availability to all users and performs necessary maintenance as required.

- Install, configure, and maintain the District's IT network and internet systems
- Troubleshoot errors, perform backups, improve performance and maintain security over the entire network
- Demonstrate in-depth knowledge of network and data communications; various types of hardware and software; security measures such as firewalls and virus protection
- Clear a state criminal record check and a child abuse check
- Demonstrate dependability on the job (being punctual with regular, consistent attendance)
- Demonstrate positive attitude, District loyalty, cooperation, and teamwork
- Maintain a high level of ethical behavior and confidentiality of information about applicants and District employees

### **ESSENTIAL FUNCTIONS, WITH FREQUENCIES:**

<b>Dept. of Labor (DOL) Frequencies</b> Rare (R) to Occasional (O): 0-20 times per shift or up to 33% of the time Frequent (F): 20-100 times
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**1. (C) Support student learning, professional development and District goals** by installing and maintaining technology systems that support the District's instructional framework and operations; work to improve network performance, troubleshoot errors and maintain data security; help oversee all areas of network security and technology, including but not limited to hardware, software, system maintenance, upgrades, licensing, and data privacy.

**2. (C) Exhibit exceptional communicational skills, both verbal and written,** teaching adult learners, effectively communicating with administrators, teachers, and other stakeholders regarding technology initiatives.

**3. (C) Demonstrate professionalism at all times** when working with staff members; exercise good judgment;

effectively collaborate with others in a courteous and honest manner; conduct oneself according to the policies of the District and the Nebraska Board of Education

*Examples of typical performance responsibilities are listed below (not intended to be all-inclusive). There may be other duties assigned to a Network Coordinator by District Administration as part of fulfilling goals that support student learning.*

**Examples of Performance Responsibilities:**

- Manage the Windows and Active Directory based LAN/WAN environment, including file/print sharing, DNS, DHCP and wireless
- Install, support and configure Windows servers, Windows 7/10 workstations and laptops
- Plan, coordinate, and implement network security measures to protect data, software, and hardware
- Configure, monitor, and maintain email applications and virus protection software
- Equipment repurposing, machine imaging and software installation and configuration
- Establish strong standards of professional ethics when relating to staff, students, parents, administration and the community
- Communicate clearly and in a professional manner with District Administration, teachers and other staff members
- Learn to operate new office technologies as they are developed and implemented
- Maintain a high level of ethical behavior and confidentiality information concerning staff, in accordance with the law and District policies
- Receives direction from the Director of Technology or other Administrators

**Job Tasks:**

- Travel to District buildings for training or troubleshooting purposes as needed
- Collaborate with the technology team and other staff members to promote the effective use of technology resources and integrate that knowledge into the curriculum
- Maintain and troubleshoot server and network infrastructure
- Maintain and troubleshoot client deployment and management platforms
- Help maintain an inventory of all hardware and software
- Perform data backups and disaster recovery operations
- Perform system troubleshooting, general computer maintenance and repairs
- Attend staff meetings
- Other duties as assigned

**Marginal Duties:**

- Attend professional development or training as needed or required
- Work hours may extend beyond the normal work day in order to meet deadlines or handle emergencies

**JOB SPECIFICATIONS (Knowledge, Skills, and Abilities)**

**Education/Aptitude:**

- Minimum of an Associate's Degree in Computer Networking or other related technology field required
- Three years of work experience in technology environment preferred
- Networking experience required: Extreme, Comware, Cisco ASA, Meraki

- Experience with virtualization and shared iSCSI storage preferred
- Experience with VMware
- Experience with HP Storage Products (MSA, LeftHand, StoreOnce)
- Experience supporting Windows 7/10, MS Office, internet browsers, printer setup, and instructional software
- Ability to set-up and maintain local area network operating systems
- Demonstrated ability to track by location numerous computers, printers, and other hardware
- Demonstrated experience in MAC and PC maintenance, identify and troubleshoot network and computer problems
- Understand and follow software licensing procedures
- A valid Nebraska Driver's license and automobile
- The skills pertinent to positive human relationships and the ability to work and communicate effectively with all staff, students, parents, administrators, and the community
- Demonstrated abilities and willingness conducive to a continuous quest for quality education
- Ability to provide consistent attendance in order to meet the obligations of the Technology department
- Ability to read and write in English - knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Ability to communicate information and ideas verbally in English
- Able to prioritize, organize, and accomplish assigned work so that daily, weekly, and monthly deadlines are met
- Able to work independently and/or as a team member to complete tasks and meet goals
- Demonstrated problem solving and troubleshooting abilities

#### **License/Certifications:**

- A+ certification or other industry certifications strongly preferred
- MCSA, MCSE, CCNA, and VCP certification strongly preferred

#### **Work Experience:**

- Three years of work experience in technology environment preferred
- Networking experience required

#### **Skills:**

- Effective oral and written communication skills in a variety of forms (via computer, telephone, face to face), with a variety of personnel (students, teachers, administrators, parents) to effectively convey information
- Computer skills – knowledge of computer hardware and software
- Systems Analysis - determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes
- Active listening skills - giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Time Management – managing one's own time and the time of others
- Critical Thinking – using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Coordination and Multitasking – being able to successfully manage multiple priorities at the same time
- Resource Management – effectively manage resources for the best outcomes, including time resources,

personnel resources and materials

- Create and maintain excellent working relationships with other staff and Administrators

**Abilities:**

- Demonstrate good judgment and decision making abilities for the overall benefit of the Technology department and the District
- Demonstrate patience, compassion and understanding when dealing with staff members
- Deductive Reasoning - ability to apply general rules to specific problems to produce answers that make sense
- Inductive Reasoning - ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- Near Vision—the ability to see details at close range (within a few feet of the observer)
- Speech Clarity – the ability to speak clearly and convey ideas so others can understand you
- Written Expression — the ability to communicate information and ideas in writing so others will understand
- Problem Sensitivity – the ability to recognize when something is wrong or likely to go wrong (not necessarily solving the problem)

**WORKING CONDITIONS**

Work in controlled building environment. Ability to work with frequent interruptions. Most job tasks are performed in close physical proximity to other people

**Clothing/Personal Protective Equipment used on the job:**

Indoor clothing includes business or business casual attire, comfortable shoes. Protective equipment is not necessary for this position

**Equipment/Tools used on the job:** desktop and laptop computers, computer accessories, telephone system, copy machine, fax machine, scanner, printer, various other office supplies

**Physical Requirements - DOL Physical Requirements and Weight Classifications:** this job traditionally falls within a light weight work classification per Department of Labor definitions of Critical Demands.

<b>Sedentary Work</b>	Sitting for 6 hours of an 8 hour work day with lifting of no more than 10 pounds occasionally. Possible frequent lifting of small objects weighing less than 10 pounds such as files and small parts.
<b>Light Work (not to be confused with modified or transitional work)</b>	Lifting no more than 20 pounds on an occasional basis and up to 10 pounds frequently. Typically requires standing and walking for 6 hours of an 8 hour day (certain light jobs may require continuous sitting and entail the consistent use of either hand or foot controls).
<b>Medium Work</b>	Maximum occasional lifting of up to 50 pounds; frequent lifting of up to 25 pounds. Typically on feet 6 hours of an eight hour day.
<b>Heavy Work</b>	Maximum lifting of up to 100 pounds with frequent lifting of weights up to 50 pounds. Typically standing and walking of 6 hours out of an 8 hour day.
<b>Very Heavy Work</b>	Maximum lifting of over 100 pounds with frequent lifting of weights up to 50 pounds. Standing and walking for the majority of the work day.

Physical Requirements – Network Coordinator <b>NE</b> = Non-Essential <b>E</b> = Essential	Not a job require ment	Occ asi ona l-up to 33 %	Occas ional – Essen tial up to 33%	Fre que nt- 34 %- 66 %	Con tin uou s- ove r 67 %
	<b>NE</b>	<b>NE</b>	<b>E</b>	<b>E</b>	<b>E</b>
<b>Stamina</b>					
Sitting				X	
Walking (includes stairs)				X	
Standing			X		
Sprinting/Running	X				
<b>Flexibility</b>					
Bending, twisting at the neck more than the average person			X		
Bending, twisting at the trunk more than the average person			X		
Squatting/Stooping/Kneeling			X		
Reaching above the head			X		
Repetitive motions with arms/hands (finger or manual dexterity)					X
<b>Activities</b>					
Speaking					X
Hearing					X
Climbing (ladders, stools, stairs)			X		
Hand/grip strength					X
Driving			X		
Typing					X
<b>Lifting Requirements</b>					

Up to 10 lbs – floor to waist and/or waist to shoulders			X		
Up to 10 lbs – shoulder to overhead			X		
11 - 25 lbs – floor to waist and/or waist to shoulder			X		
11 - 25 lbs – shoulder to overhead		X			
26 – 50 lbs – floor to waist and/or waist to shoulder		X			
26 – 50 lbs – shoulder to overhead	X				
Over 51 lbs – floor to waist and/or waist to shoulder	X				
Over 51 lbs – shoulder to overhead	X				
<b>Pushing/Pulling</b>					
25 – 50 lbs		X			
51 – 75 lbs	X				
Over 76 lbs	X				
<b>Carrying</b>					
10 – 25 lbs		X			
26 – 50 lbs	X				
51 – 75 lbs	X				

**Disclaimer:**

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or, in any way, modify the right of any supervisor to assign and direct the work of employees under his/her supervision.