MOSS POINT SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: SYSTEMS ADMINISTRATOR   **NOVEMBER 2025**

DEPARTMENT/SITE: Technology

REPORTS TO: Technology Supervisor

SUPERVISES: N/A

QUALIFICATIONS:
• Associate or Bachelor's degree in Information Technology, Computer Science, or a related field, or commensurate experience/training
• Minimum of three years of relevant experience preferred
• Experience with server operating systems, Active Directory, Group Policy, Azure, routing, switching, and VoIP systems required
• Experience with VMware or other server virtualization platforms desired
• Knowledge of SQL and PowerShell scripting preferred
• Strong oral and written communication skills; able to document procedures and explain technical information clearly to non-technical users

SKILLS/ABILITIES:
• Ability to manage and maintain network servers, virtualization platforms, and digital devices in a multi-user environment
• Ability to troubleshoot complex technical and application software issues for stakeholders
• Proficiency in implementing and maintaining secure access to data systems, including district email, Child Nutrition, Library, Special Education, and Curriculum systems
• Strong organizational skills and ability to manage multiple projects simultaneously
• Ability to work independently or collaboratively in a team-oriented environment
• Dedication to professional growth and staying current with technology trends and best practices
• Physical ability to lift and move up to 75 pounds and perform general IT equipment installations
• Vision, hearing, and speech sufficient to perform job duties effectively
• Adherence to best practices in data security and cybersecurity

REPORTS TO: Technology Supervisor

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:
• Maintain server functionality, Active Directory/Group Policies, Azure environment, VMware infrastructure, VoIP system, and Google Workspace account provisioning
• Facilitate integration and implementation with other district data systems, including Child Nutrition, Library, Special Education, Curriculum, and email

- Monitor and maintain database backup integrity and security; prepare annual data procedures for year-end processing
- Install, configure, and maintain operating systems and hardware in a network environment
- Solve complex application software problems for administrators, staff, teachers, and parents as needed
- Create and maintain end-user reports
- Ensure responsible use and maintenance of assigned district-owned equipment
- Participate in professional growth activities to maintain required licensure/qualifications
- Maintain confidentiality of sensitive information
- Ensure regular and dependable attendance
- Perform other duties as assigned by the Mississippi Department of Education, superintendent, administrator, or director
- Read, understand, and comply with all district, state, and federal policies, including the Employee Conduct Policy, Mississippi Educator Code of Ethics, and other applicable regulations

TERMS OF EMPLOYMENT: 240 days
Compensation for this position will be based on experience
and in accordance with the Moss Point School District's policies, procedures, and established pay scale.

EVALUATION:
Job performance will be assessed annually in accordance with the Moss Point School District Board of Trustees' policy on personnel evaluations.