## POSITION DESCRIPTION

### SECTION I: GENERAL INFORMATION

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|---|---|
| **Position Title:**<br>Systems Specialist | **Department / Building:**<br>Technology / District Office |
| **Reports To:**<br>Technology Director | **FLSA Status:**<br>Exempt |
| **Grade / Subgrade:**<br>Individual Contract | **Bargaining / Work Unit:**<br>AWE |
| **Duty Year:**<br>260 days (approximately) | **Position Last Updated:**<br>10/20/2025 |

### SECTION II: JOB SUMMARY

The Systems Specialist is responsible for managing and maintaining the district's technology infrastructure, including servers, networking equipment, cloud systems, and cybersecurity tools. This position ensures that all technology systems operate securely, efficiently, and reliably to support student learning, staff productivity, and district operations.

## SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

| Duty/Responsibility # | 1 | Statement of duty/responsibility:<br>Infrastructure Management |
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**Tasks involved in fulfilling above duty/responsibility:**
- Install, configure, and maintain district network systems including switches, routers, firewalls, wireless access points, and cabling.
- Manage and maintain district servers, including virtualized and cloud-based environments.
- Monitor network performance and troubleshoot connectivity issues across all district buildings.
- Manage and maintain district phone, paging, intercom, and emergency alerting systems, ensuring reliable internal and emergency communication across all buildings.
- Administer and maintain network-connected physical security systems, including door access control and security cameras.
- Ensure network uptime, redundancy, and scalability to meet district demands.
- Maintain accurate network documentation, diagrams, and inventories.

| Duty/Responsibility # | 2 | Statement of duty/responsibility:<br>Systems Administration |
|---|---|---|

**Tasks involved in fulfilling above duty/responsibility:**
- Manage and maintain servers supporting file storage, printing, imaging, VoIP, and educational applications.
- Support district-wide technology platforms such as Google Workspace, Skyward, ClassLink, and other enterprise systems.
- Coordinate software updates, security patches, and version upgrades.
- Maintain DNS, DHCP, and IP address management.
- Ensure smooth integration between local, cloud, and hosted systems.

| Duty/Responsibility # | 3 | Statement of duty/responsibility:<br>Cybersecurity and Data Protection |
|---|---|---|

**Tasks involved in fulfilling above duty/responsibility:**
- Implement and monitor network and data security measures, including firewalls, antivirus, and endpoint protection.
- Manage user authentication, permissions, and identity systems (Active Directory,

Google Workspace, SSO, MFA).
- Regularly perform security audits, vulnerability assessments, and incident response activities.
- Ensure compliance with federal data privacy laws and state statutes.
- Oversee backup and disaster recovery processes for critical systems and data.

| Duty/Responsibility # | 4 | Statement of duty/responsibility:<br>Support and Collaboration |
|---|---|---|

**Tasks involved in fulfilling above duty/responsibility:**
- Provide support for all district technology requests, including escalated network, server, and security issues.
- Collaborate with Technology Department staff to ensure reliable operations across hardware, software, and classroom technology.
- Assist in planning and implementing technology projects, upgrades, and infrastructure improvements.
- Support the Technology Director with documentation, research, and vendor coordination.

| Duty/Responsibility # | 5 | Statement of duty/responsibility:<br>Planning and Procurement |
|---|---|---|

**Tasks involved in fulfilling above duty/responsibility:**

- Assist with evaluating new technologies, network designs, and cybersecurity tools.
- Contribute to long-term infrastructure and security planning aligned with district goals.
- Provide technical input for RFPs and vendor contracts related to networking and server systems.
- Track licenses, warranties, and service contracts for network and security equipment.

**Perform other duties as assigned or requested.**

## SECTION IV: WORK REQUIREMENTS AND CHARACTERISTICS

**Education/Certification Requirement:** Associates or Bachelor's degree in Information Technology, Computer Science, Educational Technology, or a related field preferred. Industry certifications such as CompTIA, Google IT Support, Cisco, or Microsoft preferred.

**Experience:**  Minimum of three of experience in technology support, network management, or systems administration preferred.  Experience in a school district or educational setting is preferred.

**Essential Skills:**
- Strong knowledge of LAN/WAN technologies, wireless systems, and network protocols.
- Experience with firewalls, switches, VLANs, and VPNs.
- Familiarity with server virtualization and cloud environments.
- Understanding of cybersecurity principles and best practices.
- Excellent troubleshooting and problem-solving skills for IT-related challenges.

## SECTION V: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

| Demands | | | | | |
|---|---|---|---|---|---|
| N = never  /  O = occasionally (1-33%)  /  F = Frequently (34-66%)  /  C = Consistently (67-100%) | | | | | |
| Physical | | Lifting/Carrying | | Exposure to Environmentals | |
| Standing | F | Up to 10 pounds | F | Possible exposure to blood-borne pathogens through body and/or body fluids | N |
| Walking | F | Up to 25 pounds | F | Toxic chemicals | N |
| Sitting | C | Up to 50 pounds | O | Moving parts | O |
| Talking in person/on the phone | F | Up to 75 pounds | N | Electrical shock risk | O |
| Pushing/pulling | O | Up to 100 pounds | N | Explosives | N |
| Hearing | C | More than 100 pounds | N | Fumes | N |
| Feeling, grasping, finger dexterity | F | Noise Levels | | Extreme cold (non-weather) | N |
| Climbing, balancing | O | Quiet (i.e. private office) | F | Extreme heat (non-weather) | N |
| Stooping (bend at waist) | O | Moderate noise (i.e. business office with printers, light traffic) | F | Varying weather conditions | O |
| Crouching, crawling, kneeling, squatting | O | Loud noise (i.e. many children laughing and playing, large earth moving equipment) | O | Sight | |
| Stretching/reaching with hands and arms | F | Very loud noise (i.e. jack hammer, front row rock concert) | N | Vision for close work/ability to adjust focus | F |

| | | | | |
|---|---|---|---|---|
| Distinguishing smell | N | | Looking at computer monitor | C |
| Distinguishing temperature | N | | Color vision (identify and distinguish colors) | O |
| Traveling by automobile | O | | Peripheral, depth perception | O |

## SECTION VI: STANDARDS OF CONDUCT AND JOB PERFORMANCE

**Performance of Duties**. Employees must faithfully perform, at a professional level of competence, the services and duties prescribed by the District, regardless of whether such duties are specifically described in policy, in a job description, in a notice of assignment, or in another document. Prompt and regular attendance is an essential function of each employee's job. Employees must also comply with all lawful directives issued by the Superintendent or by any other individual with supervisory authority. In addition, employees must comply with all applicable federal and state laws and with all rules, regulations, and policies established by the District. Employees may not, directly or indirectly, engage or participate in any action or conduct that conflicts in any respect with the interests of the District. Toward that end, employees may not engage or participate in any action or conduct that is inconsistent with their job duties, the basic educational mission of the District, or the desired image of the District.