



Cook County School District 88

Bellwood, Illinois

Department of Human Resources

Job Description

Job Title: Network Administrator

Department: Technology

Reports To: Director of Technology

FLSA Status: Exempt

Prepared By: Human Resources

Term: Twelve months

Salary Range: 65,000 – 80,000

Benefits: Sick and Personal Days

Insurance: Medical, Dental, Vision and Life Insurance

Essential Duties: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree in computer Science or related field or equivalent work experience

CERTIFICATES, LICENSES, REGISTRATIONS

Cisco CCNP/CCNA Certification preferred

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Twelve-month position. Hours 8:30 am – 4:00 pm with a 60-minute duty-free unpaid lunch. 10 paid vacation, 10 paid sick days, 2 personal days.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's Policy every 30, 60, and 90 days.