

JOB TITLE:

System Administrator

QUALIFICATIONS:

- Bachelor's degree in Information Technology, Computer Science, related field, or equivalent experience.
- Experience with Windows Server environments, group policy, access control, and virtualization platforms.
- Experience in K-12 technology environments is preferred.
- Google Workspace for Education / Google Administrator experience is a plus.
- Good interpersonal skills.

REPORTS TO:

Director of Technology and Assistant Superintendent

JOB GOAL:

To provide students and staff with the opportunity and knowledge that will enable them to utilize available technology systems, equipment and software in an efficient and effective manner in order to enhance the teaching and learning process.

PERFORMANCE RESPONSIBILITIES:

1. Install, configure, and maintain servers, operating systems, and district applications.
2. Support systems used in education environments such as Student Information Systems (SIS), learning management systems (LMS), and testing platforms.
3. Manage user accounts, permissions, and access through systems such as Active Directory and other authentication platforms.
4. Install, configure and maintain student/staff Chromebooks, Laptops and Desktops
5. Manage VoIP phone systems and integrated communication platforms
6. Assist in developing hardware and software specifications for system upgrades and bid proposals.
7. Implement security measures, including system updates, patching, and endpoint protection.
8. Perform system backups and maintain disaster recovery procedures.
9. Provide training for faculty and staff.
10. Keep abreast of the latest hardware and software technology.
11. Assist in developing and submitting grant proposals for technology funding.
12. Assume such other duties as assigned by supervisor or administrative personnel.

TERMS OF EMPLOYMENT:

Salary, work day and year to be established by the Board of Education.

EVALUATION:

Performance of this position will be evaluated annually in accordance with provisions of the Board of Education's policy on Evaluation of Professional Personnel.