

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

COORDINATOR NETWORK ADMINISTRATION

QUALIFICATIONS:

1. Bachelors Degree or relevant equivalent Technical Certification and experience.
2. Five (5) years experience working with network hardware and software relevant to the system deployed by the District (currently a Microsoft Windows NT system) administrator/supervisor.
3. Experience and knowledge of industry standards and the interaction with the network between, but not limited to, application software, database software, hardware (i.e. routers and switches), communications, voice, video, etc.

REPORTS TO:

Executive Administrator Buildings and Grounds

SUPERVISES:

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the design, availability, function, "back-up", and security of the District network infrastructure.
2. Work with Business and Student information group to ensure optimal functionality and performance for all District/school applications.
3. Assist in the evaluation and recommendation of personal computers or similar technologies, application support hardware, software and networking for various users.
4. Meets with users to review office system requirements and where applicable, recommend hardware, software, and network solutions.
5. Reasonable flexibility to be on-call for emergency situations.
6. Manage the deployment of peripherals (printers, copiers, etc.) attached to the network.
7. Manage District-wide organization of the network including labeling and diagrams.
8. Maintains awareness of vendor announcements and offerings regarding equipment, software, and communications capabilities.
9. Train staff on relevant deployments.
10. Develop and manage a District-wide disaster recovery plan.

PERFORMANCE RESPONSIBILITIES (continued):

11. Manage the proxy and firewall servers, especially as it relates to the filtering and protection of the network.
12. Work with Facilities in the installation of network connections.
13. Manages assigned District personnel and vendors in the areas defined above.
14. Perform other duties deemed necessary by manager.
15. Coordinate the activities of the SASI team in the implementation of the District-wide SASI System.
16. Performs other job related duties as may be assigned by the Superintendent of Schools or his/her designee.

TERM OF

EMPLOYMENT: Twelve (12) months position

BARGAINING UNIT: Trenton Administrators & Supervisors Association (TAS)

SALARY: In accordance with TASA Contract

STATUS: Hourly____ Salaried X
Exempt____ Non-Exempt ____

EVALUATION: In accordance with individual contract.

BEHAVIOR EXPECTATIONS

1. Uphold philosophies/values of the Trenton Board of Education.

BOARD APPROVAL: 5/26/15

Board Approved
October 26, 2015