



ISAAC SCHOOL DISTRICT NO. 5

3348 West McDowell Road
Phoenix, Arizona 85009-2416
(602) 455-6700 Fax (602) 278-1693

NETWORK ADMINISTRATOR

Job Goal:

The Network Systems Director coordinates the district's wide area network (WAN), local area networks (LAN) and telecommunications systems to ensure that the district's students and staff have access to appropriate technological resources, and that district data is secure.

Duties and Responsibilities:

Coordinates and maintains the development of the district's wide area network (WAN), local area networks (LAN) and telecommunications systems to ensure the availability for appropriate technological resources for students and staff.

Establishes appropriate level of security to ensure protection of computing resources and district data.

Consults with staff responsible for applications to ensure that applications are running properly and that data is maintained in appropriate formats.

Coordinates the purchasing and installation of data, voice and video communication systems for the district and school sites.

Establishes and manages service contracts for the maintenance and support of computer equipment in the district and school sites.

Establishes and manages service contracts for the maintenance and support of the data, voice and video communication systems in the district and school sites

Prepares documentation for network hardware and software systems (including licensing).

Evaluates and makes recommendations for the acquisition of and efficient use of bandwidth.

Establishes and implements industry-standard backup procedures for district data.

Implements and maintains a district work order system.

Maintains relationships with corresponding district hardware and software vendors.

Coordinates the installations and maintenance of computer hardware and software applications by district personnel and outside vendors.

Provides leadership in the design, implementation, and maintenance of efficient and integrated technology systems that support the district's Technology Plan.

Prepares budget recommendations for the acquisition and support of the district WAN, LAN and telecommunications infrastructure.

Fulfills requirements in planning, application and implementation of E-Rate funding on an annual basis.

Provides direct supervision and management of technology staff assigned by the director of technology.

Works with the director of technology to improve and recommend upgrades in the district WAN, LAN and telecommunications systems.

Perform other duties as assigned by the supervisor.

Experience:

Three (3) years of experience in managing LAN, WAN and telecommunications systems implementations.

Education/Certifications:

BS in Computer Science or equivalent work experience

CCNA Certification (Cisco Certified Network Associate) or equivalent industry certification

CCDA Certification (Cisco Certified Design Associate) or equivalent industry certification

MCSE Certification

A+ and N+ Certification

Salary:

Administrative Salary Schedule



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