Network Administrator

Purpose:

The job of the **Network Administrator** was established for the purpose/s of designing, configuring, installing, maintaining, and repairing network systems and servers. Overseeing the server room operation and environment; providing information, direction and/or recommendations regarding network installations and configurations; resolving network operational issues; and providing technical support to teachers, students, staff and administrators. This person reports to the Technology Director and is a full-time, 12 month position.

Essential Functions:

- Administers systems and servers related to Davidson Academy LAN. Telephone, and technology installed A/V systems (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, VOIP, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users.

- Designs and creates computer networks, network topology and network engineering (e.g. Internet, Intranet, web mail, etc.) for the purpose of ensuring effective and efficient computer operations.

- Installs and tests server software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of maintaining the schools LAN and telecommunication systems.

- Maintains network operations and software applications (e.g. servers (file, print, application, proxy, etc.), operating systems, school wide server backup, routine maintenance programs, etc.) for the purpose of ensuring efficient operations.

- Participates in a variety of planning and development activities, including schoolwide committees for the purpose of creating short and long range plans for the ongoing support to the school.

- Prepares written materials (e.g. procedures, system level documentation, reports, memos, site surveys, operational documentation, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Recommends equipment, supplies and materials for the purpose of acquiring required items and completing jobs efficiently.

- Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.

- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.

- Assist in the technology professional development of faculty and staff (primarily within the technology area) for the purpose of ensuring their ability to use new and/or existing operating systems, application software, hardware and peripherals.
- Troubleshoots malfunctions of network hardware and/or software applications within the school's local network, telephones, (e.g. servers, hubs, router/switch, network protocols, etc.) for the purpose of resolving operational issues and restoring services.

Other Functions

- Performs other duties as assigned by the Technology Director.

Requirements:

- Excellent communication and people skills, attention to detail, problem-solving skills and be self-motivated.
- Networking and server knowledge required. MCSE preferred
- Experience with Wireless networks, VLANs, Bonjour Gateway settings, Lantronix print servers, and imaging computers a plus.
- Bachelors degree,
- Two years experience in an educational environment preferred.