Network Administrator

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1300 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world".

Overlooking Mission Valley, two separate campuses serve students in Lower School – junior kindergarten through 5th grade; Middle School – 6th grade through 8th grade and Upper School – 9th grade through 12th grade. As a college preparatory school Parker offers a comprehensive program that includes twenty-five advanced placement courses as well as a rich palette of electives – all designed to meet the individual needs of our students.

Job Description:

The Network Administrator will be responsible for administering the network infrastructure at Francis Parker. They will also maintain and troubleshoot the physical wireless and wired network for both campuses and will report to the Director of Technology.

Essential Duties/Responsibilities:

- Administer and maintain all network devices (routers, switches, wireless devices, etc.)
- Maintain backup solutions for all servers and users
- Manage and administer the School's directory services
- Administer and maintain the School's wireless system
- Provide network and related infrastructure documentation
- Provide and maintain the physical network infrastructure of both campuses
- Present a professional image as a representative of the School
- Assists with the maintenance of computer and mobile devices
- Perform other duties as advised by the Director of Technology

Qualifications:

- Bachelor's degree minimum
- Experience in education settings
- Cisco CCNA Wireless, CCNA Routing & Switching certification or equivalent certification
- Expert knowledge of Macintosh networking technology including Open Directory, mDNS (Bonjour)
- Expert knowledge of Windows Network Operating System
- Expert knowledge of Cloud technologies including Google G Suite

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- Expert knowledge of TCP/IP and related services including LDAP, IMAP, SMTP, VPN and DNS
- Expert knowledge of WiFi technology including theory and diagnostics
- Expert knowledge of physical network infrastructure. This includes the ability to troubleshoot network cabling (fiber, copper, etc.)
- Ability to learn, retain, and implement knowledge quickly
- Ability to maintain regular and predictable attendance
- Ability to exercise good judgment, problem solve and manage multiple projects
- Must be able to lift up to 50 lbs. repeatedly
- Extensive walking throughout both campuses
- Must be able to drive to and from Lower School campus in Mission Hills

Salary and Benefits:

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

Application Process:

A cover letter, resume and a completed employment application should be submitted electronically to:

Quoc Vo, Director of Technology

qvo@francisparker.org

https://www.francisparker.org/about-us-/employment

Please indicate the position you are applying for in the subject line

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