

JOB DESCRIPTION

JOB TITLE: NETWORK ADMINISTRATOR	REPORTS TO: BUSINESS MANAGER
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Position Overview

The Network Administrator is responsible for maintaining Mountainville Academy's network of computers and related resources. The primary focus of the job is to keep the electronic resources of the school functional for the teachers and administration to better facilitate the school's mission and classroom instruction.

Essential Responsibilities

- Operate and maintain the LAN and WAN, including all connected machines
- Maintain the privacy and security of the networks and individual computers
- Respond to computer, network, and printer problems in a timely manner
- Provides "help desk" service to staff
- Performs network backup according to designated schedule
- Maintains hardware and software
- Troubleshoots computer and printer problems and coordinates with business manager to get outside support if necessary
- Installs new products
- Seeks staff input in determining system/operations improvements and/or needs in relation to the network
- Participates in the development of policies, procedures and resources in relation to the network
- Maintain the school's email service
- Respond to emergency problems promptly
- Communicate clearly and effectively with school staff about network-related policies and procedures

Other Responsibilities

- Attends meetings and serves on committees, as requested
- Documents specific duties, activities, problems solved and issues resolved
- Coordinate with outside technology suppliers and vendors (i.e., UEN, Qwest, Apple, USOE)
- Performs additional duties and assignments as requested

Requirements

- Good general knowledge of computers and technology tools
- Ability to work in both Windows and Macintosh operating systems
- Knowledge of office applications and other software
- Work flexible hours and respond outside of regularly scheduled hours

Other Skills/Abilities

- Ability to work for an extended period at a keyboard/terminal and lift up to 70 pounds
- Ability to coach teachers and other users to use software and hardware tools effectively
- Ability to speak, write, and read English